DCPL 2020 #3
1970-1979 Minutes

LIBRARY COMMISSION

MINUTES OF MEETINGS

THE BY-LAWS, RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DALY CITY PUBLIC LIBRARY

ARTICLE I. BOARD OF TRUSTEES.

Section 1. The Public Library of the City of Daly City shall be managed by a Board of Trustees, consisting of five members. Members thereof shall be appointed by the Mayor of the City of Daly City and shall exercise all authority delegated to them by virtue of the provisions of Chapter 3, Division 20, Part 4, of the Education Code of the State of California, and Ordinance No. 332 of the City of Daly City.

ARTICLE II. OFFICERS.

Section 1: The officers of the Board of Trustees of the Daly City Public Library shall consist of a president and a president pro-tem.

Section 2: The president and president pro-tem shall be elected by the Board of Trustees from its own membership.

Section 3: Election of officers shall be held at the regular meeting of the Board of Trustees during the month of July each year and such officers so elected shall take office immediately.

Section 4: Officers shall serve for a term of one year and until their successors are elected. Such officers are eligible for reelection.

Section 5: The Board of Trustees by a majority vote may recommend to the City Council of the City of Daly City that any of its members be granted a leave of absence at any time.

ARTICLE III. DUTIES OF OFFICERS.

Section 1: President. The president shall preside at all meetings of the Board of Trustees and shall be a member ex-officio with the right to vote on all committees which shall be created. He shall communicate to the Board of Trustees such matters and make such suggestions as may in his opinion be advisable or necessary and shall perform all other duties which are necessarily incident to the office of the president of the Board of Trustees of the Daly City Library.

Section 2: President pro-tem. The president pro-tem shall attend all meetings of the Board of Trustees and shall assume the duties of the president as herein set forth in the event the president is absent from any meeting of the Board of Trustees or any of its committees.

ARTICLE IV. MEETINGS.

Section 1: The regular meetings of the Board of Trustees shall be held on the second Wednesday of each month at the main library or at such places within the City of Daly City as the Board of Trustees may from time to time determine.

Section 2: Special meetings may be called at any time by three trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

Section 3: A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

Section 4: Except as superseded by statute or ordinance or these by-laws, rules and regulations, Roberts Rules of Order, revised, shall be the rule of procedure for the conduct of the business of this Board of Trustees.

Section 5: The librarian shall be designated ex-officio clerk of the Board of Trustees, shall attend all meetings of the Board of Trustees, shall keep minutes of the meetings, and shall carry on the necessary correspondence of the Board of Trustees.

Section 6: The Board of Trustees shall select a member of the library staff to serve as recording secretary and to assist the clerk in the performance of his duties. The Board of Trustees may assign such other duties as it may from time to time determine.

Section 7: The official records of the Board of Trustees of the Daly City Public Library shall be maintained in the main library and shall not be removed therefrom without previous consent of the president of the Board of Trustees.

ARTICLE V. COMMITTEES.

Section 1: The president of the Board of Trustees may from time to time appoint such committees as are deemed necessary or advisable.

ARTICLE VI. AMENDMENTS.

Section 1: These by-laws, rules and regulations may be amended or repealed by a majority vote of the Board of Trustees of the Daly City Public Library.

Section 2: Proposed amendments or changes to these by-laws or any repeal thereof may not be considered at any meeting of the Board of Trustees unless seven days previous written notice of the proposed change, amendment or repeal shall have been given to the members of the Board of Trustees.

ARTICLE VII. BOARD OF TRUSTEES A LEGISLATIVE BODY.

Section 1: No member of the Board of Trustees shall act individually on any matter pertaining to the library. The Board of Trustees is to act as a body.

ARTICLE VIII. RULES, REGULATIONS AND BY-LAWS.

Section 1: The Board of Trustees may make and enforce these rules, regulations and by-laws and adopt such others as it may from time to time determine to be necessary for the administration, government and protection of the libraries under its management and all property belonging thereto.

Section 2: To the extent possible policy decisions of the Board of Trustees shall be evidencedin writing separate from the minutes of the Board of Trustees and a record shall be made of all such decisions among the official records of the Board of Trustees of the Daly City Public Library.

ARTICLE IX. ATTENDANCE.

Section 1: Attendance at the meetings of the Board of Trustees is seemed by the members thereof to be an indispensable prerequisite to the efficient discharge of the duties of the members of the Board of Trustees. Absence from three consecutive meetings without adequate excuse shall be deemed basis for the Board of Trustees to request the resignation of such member from the Board of Trustees.

Adopted by resolution 4/8/64

copy attached to minutes & sent to city council 4/10/64

Ordinance No. 332

ORDINANCE ESTABLISHING A FREE LIBRARY IN AND FOR THE CITY OF DALY CITY.

THE CITY COUNCIL OF THE CITY OF DALY CITY DO ORDAIN AS FOLLOWS:

SECTION 1. That the public interest, necessity, convenience and general welfare of the City of Daly City require, and the City Council of said City hereby authorizes, orders and directs the establishment in said City of a public library in accordance with the provisions of an Act of the legislature of the State of California entitled "An Act to Provide for the Establishment and Maintenance of Public Libraries Within municipalities," (Stats. of 1901, p. 557, as amended).

SECTION 2. That the Mayor be and he is hereby directed by and with the consent of this Council to appoint a Board of Library Trustees, consisting of five members, which shall have such powers, duties and authority as are set out in said Act.

SECTION 3. That this Council may in making the annual tax levy, and as a part thereof, levy a tax for the purpose of maintaining such library and purchasing property necessary therefor, which tax shall be in addition to other taxes, the levy of which is permitted in the municipality.

SECTION 4. ..This Ordinance shall be published once in the Daly City Record, weekly newspaper of general circulation of said City, and shall be effective thirty (30) days after the adoption thereof.

Introduced this 28th day of May, 1951.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the City Council of said City on the 11th day of June, 1951, by the following vote:

AYES, and in favor thereof, COUNCILMEN: Bertetta, Gaggero, Kennedy, Mooney, Green.

NOES, COUNCILMEN: None.

ABSENT, COUNCILMEN: None

B. C. ROSS
City Clerk of the City of Daly City

APPROVED:
J. P. GREEN
Mayor of the City of Daly City

(Pub. June 14, 1951.)

BY-LAWS

ARTICLE I. LIBRARY COMMISSION

Section I. The Daly City Public Library shall be managed by a Commission designated as the Library Commission, consisting of five members to be appointed and to act in the manner provided by the laws of the State of California.

ARTICLE II. OFFICERS

Section I. The officers of the Library Commission shall consist of a President and a Secretary.

Section 2. The president shall be elected by the Library Commission from its own membership. The secretary shall also be elected by the Library Commission.

Section 3. Election of officers shall be held at a Commission meeting in July of each year.

Section 4. Officers shall serve for one year, but are eligible for re-election.

Section 5. The Library Commission by a majority vote may recommend to the City council of the City of Daly City that any of its members be granted a leave of absence at any time.

ARTICLE III. DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall preside at all meetings of the Library Commission, and shall be a member ex officio with the right to vote on all committees. He shall communicate to the Commission such matters and make such suggestions as may in his opinion be advisable or necessary and shall perform all other duties which are necessarily incident to the office of President of the Library Commission.

Section 2. SECRETARY. The Secretary shall attend all meetings of the Library Commission, shall keep a record of their meetings, and shall carry on the necessary correspondence of the Commission.

Section 4. The minute book shall not leave the Library without the knowledge and consent of the President and of the Librarian.

ARTICLE IV. MEETINGS

Section 1. The regular meetings of the Library Commission shall be held on the second Wednesday of each month at the City Hall.

Section 2. Special meetings may be called at any time by three Commissioners, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

Section 3. Commission members shall be notified in writing at least three days in advance of each meeting.

ARTICLE IV. MEETINGS (Cont'd)

Section 4. The order of business shall be:

a) roll call
b) reading of the minutes
c) reading and authorizing payment of bills
d) report of the Librarian
e) monthly financial statement
f) other reports
g) old business
h) communications
i) new business
j) adjournment

Section 5. Robert's Rules of Order, Revised, shall be the parliamentary authority of the Commission, subject to special rules which have been or will be adopted.

Section 6. The Librarian shall be designated ex officio Clerk-of-the-Commission.

ARTICLE V. COMMITTEES

Section 1. Each year the President shall appoint such committees as are required.

ARTICLE VI. AMENDMENTS

Section 1. These by-laws may be amended or repealed by a majority vote of the Library Commission.

Section 2. Notice of proposed changes of the by-laws shall be given with the call of the meeting.

ARTICLE VII.

Section 1. No Commissioner shall act individually on any matter pertaining to the library. The entire Library Commission is to act as a body.

ARTICLE VIII. RULES, REGULATIONS, AND BY-LAWS

Section 1. The Library Commission may make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the libraries under its management, and all Property belonging thereto.

LAW OFFICES
FRANK B. BLUM

TWO PINE STREET
SAN FRANCISCO, CALIFORNIA
YUKON 6-0968

6454 MISSION STREET
DALY CITY, CALIFORNIA
PLAZA 5-2262

October 6, 1952

Library Commission
City Hall
Daly City, California

Gentlemen:

With reference to your By-Laws, which are enclosed herewith, I suggest that Section 5, Article II be changed to read as follows:

"The Library Commission by a majority vote may recommend to the City council of the City of Daly City that any of its members be granted a leave of absence at any time".

I believe that you will find Section 3 of Article III to be a burden and suggest that rather than the necessity of the knowledge and consent of the Library Commission being obtained that the knowledge and consent of the President and of the librarian should be sufficient.

Other than the above, I feel that your By-Laws should capably handle any matters that should come up.

I suggest that the By-Laws be adopted by a resolution.

Yours very truly,

Frank B. Blum

City Attorney
City of Daly City.

FBB:or
Encs:

BY-LAWS

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Section 3. Election of officers shall be held at a Commission meeting in July of each year.

Section 4. Officers shall serve for one year, but are eligible for re-election.

Section 5. ~~The Library Commission may give any of its members, by a majority vote, a leave of absence for good and sufficient reasons at any time.~~

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1970

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 14, 1970

Members Present: Gertrude Kendree, Sarah Kelechava, Helen Staub, and the City Librarian.

Members Excused: Maude Hanselman

Members Absent: Paul Hupf

Minutes: The minutes of the meeting of November 12, 1969 were approved as submitted.

OLD BUSINESS

BOOK SELECTION POLICY

The Chair directed this matter be referred to the next meeting.

NON-RESIDENT FEE

Mrs. Staub moved that the Library Board recommend to the City Council that the non-resident fee be increased to $10.00 effective immediately, and that this rate be reevaluated at the first meeting after the 1970-71 Budget is adopted. Mrs. Kelechava seconded; motion carried.

PENINSULA LIBRARY SYSTEM

The City Librarian reported that he had attended meetings with State Library Personnel regarding the Peninsula Library System. Several resolutions have been revised, and the matter has been referred to the State Librarian.

CORRESPONDENCE

A letter from the State Librarian stating that full funding is not available under the Federal Library Services and Construction Act. Within the next two weeks, libraries with projects funded by the Federal Library Services and Construction Act will receive notification concerning availability of future funding.

A letter from Tomas Tijerino stating that the official opening of the Ruben Dario Exposition would be held Saturday, January 17, 1970 at the Westlake Library at 1:00 P. M.

NEW BUSINESS

PHYSICAL CONDITIONS OF THE BUILDINGS

The City Librarian reported that the lightfixtures in the Westlake Library have been repaired and the exterior of the building has been painted. He stated that he would request that the interior and exterior of the John D. Daly Library be painted in the 1970-71 Budget.

REVIEW OF 1969

Statistics for 1969 state that the total number of books, pamphlets, records, microfilm and filmthat were processed in 1969 was 9,568. Total number of registrations was 7,273. Total count of circulation for all three libraries was 376,789.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

CHANGE OF MEETING DATE

Mrs. Staub moved that the February meeting be changed from February 11 to February 18. Mrs. Kelechava seconded; motion carried.

MASTER PLAN FOR TOTAL LIBRARY SERVICE

The Chair requested the Board members study the material presented in the CLA Newsletter for December, 1969. The matter will be discussed at the February meeting.

REPORTS

The statistical reports for November and December were distributed.

There being no further business, the meeting adjourned at 10:30 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 18, 1970

Members Present: Gertrude Kendree, Sarah Kelechava, Paul Hupf, Helen Staub, and the City Librarian

Members Excused: Maude Hanselman

Minutes: The minutes of the meeting of January 14, 1970 were approved as submitted.

OLD BUSINESS

BOOK SELECTION POLICY

The Chair directed that this matter be referred to the next meeting at which time the terminology will be changed to coincide with the statutes of California.

CORRESPONDENCE

A letter directed to the City Council was approved recommending that the non-resident fee be increased from $7.50 to $10.00 per year effective immediately.

NEW BUSINESS

1970-1971 Budget

Each account of the 1970-71 budget was discussed. The City Librarian was directed to prepare the preliminary budget with the increases as stated.

REPORTS

The reports for the month of February were distributed.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

BOARD OF TRUSTEES

Daly City Public Libraries

Daly City Civic Center

March 11, 1970

There will be no meeting of the Board of Trustees for the Daly City Public Libraries during the month of March because of the lack of a quorum.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 8, 1970

Members Present: Mrs. Kendree, Mrs. Kelechava, Mrs. Staub and the City Librarian

Members Excused: Paul Hupf

MINUTES: The minutes of the meeting of February 18, 1970 were approved as submitted.

OLD BUSINESS

1970-1971 BUDGET

The City Librarian reported that he had met with the City Manager in regard to the 1970-71 preliminary budget. When the City Manager has made his recommendations, the budget will be sent to the City Council; thus, the total amount of the budget for 1970-1971 will not be determined until after the meeting with the City Council and the City Manager.

BOOK SELECTION POLICY

After a discussion, the matter was tabled until the next meeting.

NEW BUSINESS

CORRESPONDENCE

REQUEST FROM THE JEFFERSON COUNCIL OF PTA'S

A committee on drug abuse requested permission to place pamphlets in the library and sold to the public. The Board was unanimous in refusing this request.

PENINSULA LIBRARY SYSTEM

LETTER FROM JOHN AMEND - STATE LIBRARY

A letter from John Amend, Library Consultant, dated March 17, 1970 stated that the application by the Peninsula Library System for a grant under the Public Library Services Act has been approved.

The City Librarian reported that the Chief Librarians had met to formulate by-laws for the system. A discussion of their suggestions followed. He stated that the next meeting with the member libraries would be on April 22 to discuss the circulation of books.

NATIONAL LIBRARY WEEK

National Library Week will be observed from April 12 through April 18, 1970. The Librarian stated that there will be a moratorium on fines during this time and that pictures of people using the library will appear in The Post and The Record.

COMPARATIVE DATA FOR SAN FRANCISCO BAY AREA LIBRARIES

The City Librarian distributed copies of a survey of comparative data for San Francisco Bay area public libraries for the fiscal year 1968-1969. He stated that next year since custodial service and fringe benefits will be reflected in our budget, that Daly City will appear in a much better light.

REPORTS

The reports for the months of February and March were distributed.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 13, 1970

Present: Mrs. Kendree, Sarah Kelechava, and the City Librarian.

Excused: Helen Staub

Absent: Paul Hupf

The President noted that there was not a quorum present, therefore, no action could be taken. However, the Chair felt that some items on the agenda had to be discussed.

PENINSULA LIBRARY SYSTEM

The City Librarian reviewed the by-laws, circulation rules of the Peninsula Library System and a proposal for the system to cooperate with the San Francisco Public Library System. The Board asked that the City Librarian prepare a pamphlet telling about the PLA System and BARC so that people could be informed of these extra services. The City Librarian reported that there is a Publicity Committee in the PLS, and they are working on such a brochure.

CORRESPONDENCE

A letter to Edward Dennis was read stating appreciation for his services. The Chair directed that each member of the Board be invited to sign it.

A memo was read from Maxine Gates regarding a plaque honoring Maude Hanselman be placed in the Library. The chair directed that matter be tabled to the next meeting.

NEW BUSINESS

PERSONNEL CHANGES

The City Librarian stated that Jessica Batinich is leaving employment at the Daly City Public Library to return to school. He stated that there are still names on the list to fill this vacancy.

CAROL JENKINS APPEAL

At the request of the Board, the City Librarian presented the minutes and correspondence and findings in the AFL-CIO Council 57's appeal in behalf of Carol Jenkins.

GOLDEN GATE DISTRICT MEETING

The City Librarian reported that Carol Jenkins, Sheila Cavanor and Gertrude Kendree would attend the Golden Gate District Meeting.

ADJOURNMENT

The meeting adjourned at 10:00 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 11, 1970

Members Present: Gertrude Kendree, Paul Hupf, Sarah Kelechava, Richard Silver, Helen Staub and the City Librarian

Members Absent: None

MINUTES: The minutes of the regular meeting of April 8, 1970 were approved as submitted.

INTRODUCTION OF NEW BOARD MEMBER

A letter was read notifying the Board of the appointment of Richard Silver as a member of the Board of Trustees. The Chair welcomed Mr. Silver and expressed appreciation in his interest.

OLD BUSINESS

PENINSULA LIBRARY SYSTEM

The City Librarian presented the recommendations of the Governing Board of the Peninsula Library System regarding fines and circulation rules. The Board agreed to accept the suggestions as follows: Fines--five cents per day for adult books; three cents per day for juvenile books; five cents per day for periodicals and pictures; ten cents per day for records and tapes, one dollar per day for framed art. However, the Board rejected the suggested fine for films and asked the City Librarian to suggest to the Peninsula Library System that the System adopt a flat fee for each day a film is overdue.

BUDGET REQUESTS

The City Librarian stated that he had met with the City Council to discuss the recommendations of the Library Board, the City Librarian and the City Manager for the 1970-1971 Budget.

BOOK SELECTION POLICY

Mr. Hupf suggested the rewording of some paragraphs in the Book Selection Policy. The Chair directed the City Librarian to make the changes and bring the revised policy to the next meeting.

NEW BUSINESS

COLLECTION OF OVERDUE BOOKS

The City Librarian stated that many cities contract with a collection agency to secure the return of overdue books. He said that to date he has not found an agency that is interested in serving the Daly City Public Library. Mr. Hupf suggested that the use of a security patrol be investigated.

PLANS FOR A LIBRARY IN THE OLD CITY HALL

It was noted that San Mateo County's lease on the old City Hall may soon be expired and the Board was urged to discuss plans for converting this

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

building into a library. The City Librarian showed some plans that were drawn up two years ago.

FRIENDS OF THE LIBRARY

A letter was read from the Friends of the Library inviting the Board of Trustees to attend the next meeting of the Friends of the Library on June 25, 1970 so that the new Board of the Friends of the Library could become acquainted with the Board of Trustees.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

BOARD OF TRUSTEES
Regular Meeting

July 22, 1970

Members Present: Gertrude Kendree, Sarah Kelechava, Richard Silver, Helen Staub and the City Librarian.

Members Excused: Paul Hupf

The President called the regular meeting of the Board of Trustees to order at 8:10 P.M.

MINUTES: The minutes of the regular meeting of June 11, 1970 were approved as submitted.

OLD BUSINESS

BOOK SELECTION POLICY

Mrs. Staub moved that the revised book selection policy be adopted as submitted on July 22, 1970. Mrs. Kelechava seconded, motion carried.

The City Librarian reported that the library has adopted a form to record the complaints of patrons who object to the presence of a given book in the library. He said the form and the revised book selection policy answer the needs pinpointed in a recent communication from the American Library Association.

COLLECTION AGENCY

The City Librarian reported that he has not found a collection agency that was interested in recovering overdue books and fines for the Daly City Public Library. The Chair suggested that he contact the collection agency used by the Water Department to see if this firm would be interested in the account. Mr. Silver reported that a new agency had started and he would inquire if they would be interested in serving Daly City.

SUMMER READING PROGRAM

The City Librarian reviewed the summer reading program. He reported on the Space Log Reading Club and on the story hours at Franklin D. Roosevelt, Skyline, Colma Intermediate, Vista Grande, Abraham Lincoln schools and at the Westlake, Bayshore and John D. Daly Libraries., also at the Lincoln Club House.

CORRESPONDENCE

SAN MATEO HISTORICAL ASSOCIATION

A letter from Leslie O Merrill of the San Mateo County Historical Association expressing their interest in the City Council appointed Historical Committee for Daly City was read. Mr. Merrill suggested that some sort of official affiliation be formed in order to avoid duplication and unnecessary fragmentation of County History. The Board suggested that it be proposed to the Council that some members of the Board of Trustees could serve on the Historical Committee. The Chair suggested that this would be a worthwhile project for the Friends of the Library.

TRUSTEE'S NEWSLETTER

A letter from the American Library Association, Trustees Section inquiring about a subscription to the ALA Newsletter on Intellectual Freedom. The Board decided against a subscription to this.

LETTER REGARDING A PLAQUE FOR MAUDE HANSELMAN

A letter from Maxine Gates asking about a previous letter was considered. Mrs. Gates had suggested a plaque honoring Maude Hanselman be placed in one of the libraries. The Board directed the City Librarian to select a set of books to be placed in the library in memory of Mrs. Hanselman. The Chair asked that the Board review these in the next meeting.

LETTER FROM CITY CLERK

A letter was read from Anna Ohlendorf, City Clerk, regarding a telephone complaint that was received in her office.

LETTER FROM MRS. PAUL WARNER

A letter was read from Mrs. Paul Warner complaining about the poor condition of the Daly City Libraries and other city services. The Librarian was directed to consult with the City Manager in response to this letter.

ELECTION OF OFFICERS

The President announced that the meeting was open for nominations of President. Mrs. Kelechava nominated Mrs. Staub for President, Mr. Silver seconded and Mrs. Staub was unanimously elected President. Mrs. Staub nominated Mrs. Kelechava for President pro-tem, Mr. Silver seconded, motion carried unanimously.

FRIENDS OF THE LIBRARY GIFT

The City Librarian reported that the Friends of the Library had donated the proceeds of their book sale to the Library in the amount of $241.00. He showed pictures of a Roll-Away Resource Center that was being purchased from these funds. The balance of the amount will be spent to purchase an additional paperback book rack.

HOURS AT JOHN D. DALY LIBRARY

Mr. Silver said that there had been inquiries regarding the closing time at the John D. Daly Library. The Board directed that the City Librarian make a study of the hours and present this survey to the Board at their October meeting.

AUGUST MEETING OF THE BOARD OF TRUSTEES

Because of vacations, the August meeting of the Board of Trustees was cancelled.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P.M.

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SAMUEL C. CHANDLER, LIBRARIAN

BOARD OF TRUSTEES

Regular Meeting

Aug. 12, 1970

Since there was not a quorum present, the meeting for this date was cancelled.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 16, 1970

Members Present: Helen Staub, Sarah Kelechava, Richard Silver and the City Librarian

Members Excused Paul Hupf and Gertrude Kendree

The President called the meeting to order at 8:10 P. M.

MINUTES The minutes of the meeting of July 22, 1970 were approved as submitted.

OLD BUSINESS

Peninsula Library System

The City Librarian reported that the Peninsula Library System would go into operation on October 1, 1970. He listed the ten priorities that will be pursued during the first year. They are listed as follows:

1. Teletype installation and rapid communication.
2. Delivery every day for the six member libraries.
3. Reference service will be greatly enhanced through the San Mateo Public Library which will be referred to as the area library and will serve the member libraries with subject requests. The San Mateo County Library will be headquarters for author title queries and the Redwood City Public Library will serve as the Government documents center. The Bay Area Reference Center at San Francisco Public Library will handle highly specialized reference and research questions which are beyond the resources of the local libraries.
4. Collection development--all libraries will make available their areas of subject specialization.
5. Bibliographic center will be San Mateo County Library recording all the acquisitions and discards of all member libraries.
6. Film circuit--the system did not get a membership to the film circuit however, since San Mateo Public Library has one membership in the film circuit, the other member libraries may borrow the films upon request by organizations.
7. Extension services which will provide service for the outlying areas.
8. Last copy center which will be a warehouse near the present site of the San Mateo County Library.
9. Public Information Service--there will be brochures available for each member library to distribute to their patrons. Mrs. Coleman is preparing publicity for the newspaper.
10. System service and staff development--reference librarians will have a committee for reference procedures. John Kidney of the San Mateo County Library will work on circulation procedures for the member libraries. Present contracts with the San Mateo County Library will not be cancelled.

The President directed the City Librarian to make available to the Board of Trustees copies of the Plan of Service and the application for the grant.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

Book Honoring Mrs. Hanselman

The City Librarian distributed a list of a series of California History books for the Board's consideration as a memorial to Maude Hanselman. The Chair directed that this list be presented at the next meeting along with travel books that could be considered by the Board.

Summer Reading Program

The City Librarian reported that the success of the summer reading program was pleasing. Several new approaches to summer activities have developed. He reported that the John D. Daly Library had a movie party in the library for all the youngsters who had signed the space log.

CORRESPONDENCE

A letter was read from the Daly City Parks, Recreation and Maintenance Department thanking the City Librarian and his staff for participating in the summer program. The President directed the City Librarian to send a copy of the letter to all the staff members who participated.

COLLECTION AGENCY

The City Librarian reported that he had contacted a collection agency but no plans have been formulated.

John D. Daly and Bayshore Libraries

Mr. Silver said that he had acted upon a suggestion that was made at the last meeting and had visited the John D. Daly Library. He reported that Miss Jenkins feels that the present schedule of hours is satisfactory and, therefore, he recommended that no action be taken on the suggestion that the hours be changed. He also visited the Bayshore Library so that he could become familiar with that Branch.

NEW BUSINESS

CLA CONVENTION

The CLA Convention will be held in Los Angeles October 20, 21, 22 and 23 of 1970. Board members who wish to attend should preregister to ensure admittance to the various meetings.

CLA NEWSLETTER

The City Librarian called attention to the August, 1970 CLA Newsletter urgi urging the Board Members to read the STANDARDS OF EMPLOYMENT PRACTICES. He said that this is the first time that CLA has made such definite suggestions on a subject that has been neglected by the professional organizations.

Adjournment

There being no further business, the meeting adjourned at 10:30 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 14, 1970

Members Present: Helen Staub, Gertrude Kendree, Richard Silver and the City Librarian

Members Excused: Paul Hupf and Sarah Kelechava

The President called the meeting to order at 8:15 P. M.

MINUTES: The minutes of the meeting of September 16, 1970 were approved as submitted.

OLD BUSINESS

COLLECTION AGENCY

The City Librarian reported that Mr. Silver had suggested the Private Protection Patrol as a collection agency for the recovery of lost books. The City Librarian said that in using a collection agency, the Library would continue to send a postal card and a letter and after some time has elapsed, turn the books that still had not been returned to the Private Protection Patrol. They in turn would send out a letter which would suggest that their credit rating would be in danger if the books were not returned. They would send a man to collect the books. Their fee would be a percentage of the cost of the book. Mrs. Kendree moved that the use of a collection agency be approved by the Board and recommended to the City Attorney and City Manager for their study and advice. Mr. Silver seconded, motion carried. The Chair directed the City Librarian to contact the City Manager in this matter.

CLA CONFERENCE

The City Librarian reported that he and Mr. Silver would attend the CLA Conference. An invitation to Board members to attend the conference of the California League of Cities was extended. Mrs. Staub and Mrs. Kelechava announced that they would be attending.

MAUDE HANSELMAN MEMORIAL

The City Librarian recommended a series of Sierra Club Format Books be secured as a memorial for Maude Hanselman. The Board approved and directed that a display of these books be placed in the foyer of the Westlake Library and that an article be published in the newspaper stating that contributions will be received for additions to the collection.

DALY CITY MUNICIPAL EMPLOYEES, LOCAL 919 vs THE CITY OF DALY CITY

The City Librarian reported that he had appeared as a witness in a hearing on this case. The case is in the hands of the judge who heard the matter.

PENINSULA LIBRARY SYSTEM FLYERS

A discussion was held on the distribution of the flyers announcing the services available through membership in the Peninsula Library System. The Board agreed that the flyers should be presented to each adult borrower who comes into the library. The Librarian was directed to meet with the High School PTA's and other service organizations in distributing these flyers.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

NEW BUSINESS

CORRESPONDENCE

A letter was read from Alice Allegra Motter who donated a copy of the Black Scholar to the John D. Daly Library. The City Librarian stated that after a meeting with the Library selection staff, a recommendation to the Board of Trustees would be made as to the value of this publication and a letter of thanks would be written to Mrs. Motter on behalf of the gift.

LETTER FROM MRS. LILLY GEORGE

A letter was read from Mrs. Lilly Daly George, daughter of the late John Daly thanking the Library for their cards to her on her 101st birthday. The City Librarian was directed to acknowledge this letter on behalf of the Library and the Board of Trustees.

ORGANIZATION CHARTS

The City Librarian presented charts of the organization of the Library Department and the assignment of each staff member. He reported that at present there are twelve full-time employees and 18 recurrent employees. When the new position for Librarian II is filled, there will be 13 full-time employees.

REPORTS

The Board reviewed the reports and noted that both John D. Daly and Westlake had increased in circulation. The total increase for total circulation was over 2,000 more than it was in September, 1969.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:45 P. M.

SAMUEL C. CHANDLER, LIBRARIAN

BOARD OF TRUSTEES
MEETING
November 4, 1970

Members Present: Helen Staub, Gertrude Kendree, Sarah Kelechava, Richard Silver, and the City Librarian

MEMBERS Excused: Paul Hupf

MINUTES: The minutes of the meeting of September 16, 1970 were approved as submitted.

OLD BUSINESS

CLA CONFERENCE

The Chair called upon Mr. Silver to make a report of the CLA Conference. Mr. Silver reported that he attended the meetings of the Trustees' Section. Mr. Chandler said he attended the pre-conference building forum and the regular meetings related to public libraries. Both men reported that it was one of the best CLA conferences either had attended.

TRUSTEE WORKSHOP

The City Librarian reported that at the CLA Conference there was talk of the need for a workshop for trustees. He was asked to suggest to Phil Morales, President, that the Golden Gate District sponsor such a workshop. The Chair directed the City Librarian to look into this matter.

PENINSULA LIBRARY SYSTEM

The City Librarian reported that although the money from the State has not come, the system is working. Each library seems to be pleased at the cooperation it is receiving from the other libraries.

The City Librarian outlined the procedure for purchasing the teletype machines and other equipment that the system will provide.

DISTRIBUTION OF FLYERS

The City Librarian reported that the flyers explaining the system are being widely distributed. For example, The City Clerk's office and the Water Department are distributing them on behalf of the city. Moreover, every adult who comes into the Library is given a flyer.

COLLECTION AGENCY

The City Librarian said that he had contacted Mr. Perillo of the Collection Agency suggested by Mr. Silver. The Chair directed the Librarian to meet with the company to work out the details and make a report at the next month's meeting.

CORRESPONDENCE

A letter was read from the local 4-H Club members thanking the library for providing display space during 4-H Week.

NEW BUSINESS

USE OF AUDIO-VISUAL MATERIALS IN PUBLIC LIBRARIES

The City Librarian outlined new developments in adapting audio-visual materials to public library circulation. He reported that our libraries are now

circulating 8 MM and super 8 MM films and slides. Our record collection is expanding.

He reported that a pay typewriter could be made available to the public on a rental basis if the Board thought it would be feasible to install one. He also suggested acquiring a reader printer. He reported that $500 had been set aside to frame the pictures in the circulating art collection.

REVIEW OF NEW DEVELOPMENTS IN LIBRARY BUILDINGS

During a discussion of new concepts in Library Buildings, pictures and articles were studied.

The City Librarian reported that there were new libraries in Antioch, Vallejo, and San Jose and strongly urged the Board to visit these libraries. The Chair directed him to bring this up again at the January meeting.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:45 P.M.

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

December 9, 1970

Members Present: Helen Staub, Gertrude Kendree, Sarah Kelechava, and the City Librarian

Members Excused: Paul Hupf

Members Absent: Richard Silver

MINUTES: The Minutes of the meeting of November 4, 1970 were approved as submitted.

ANNOUNCEMENT: The City Librarian reported that the annual luncheon for the Library staff and guests would be held at the Cypress Hills Golf Course on December 23, 1970 at 12 noon. He invited the Board of Trustees to attend.

OLD BUSINESS

Collection Agency

The City Librarian reported that he had written a letter to the Collection Agency outlining a plan to recover overdue books. He said that he had not yet received a reply but had talked with Mr. Perillo and they are sending a reply soon.

TRUSTEE WORKSHOP

Contacts with the Secretary to the Library Commission show that no workshops for Library Boards are now planned in San Francisco. However, the Secretary feels it would be advantageous if the Daly City and San Francisco Commissions could get together and study mutual problems.

The Board members asked that the subject of Trustee Workshop be placed on the agenda for the Peninsula Library System in January.

SPECIAL REPORTS FROM THE A.L.A. COUNSELOR

A selected booklist compiled by the Library Consultant Services, California State Library, Sacramento, California was distributed. The Board reviewed the lists.

NEW BUSINESS

SALARY REPORT FROM SAN MATEO PUBLIC LIBRARY

The City Librarian reported that the San Mateo Public Librarian, Pauline Coleman, had sent a salary report to the Daly City Public Library. After a review of the statistics, the Board decided that at their January meeting there should be a revision and upgrading of the library staff. The Board directed that personnel matters be placed on the agenda for the January meeting.

REPORT ON THE PAINTING AND REPAIR OF LIBRARY BUILDINGS

The City Librarian reported that the basement stairway had been painted at the Westlake Library and touch up work completed around chips where paint had come off.

The children's room in the John D.Daly Library has been finished, and work on the main part and outside will be completed in January. However, with the Board's approval, the John D. Daly Library will have to be closed during one week in January. The Board directed the Librarian to refer the matter to the City Manager.

MORATORIUM ON FINES

The City Librarian recommended that once again during the holiday season there be a moratorium on fines. He asked that the Board approve a moratorium from December 21 through January 9, 1971. The Board approved.

COUNTY BORROWERS

The City Librarian reported that the actual count of county borrowers to date is 1,282.

REPORTS

The monthly statistics were distributed and it was noted that there was an increase in circulation at both the John D. Daly Library and the Westlake Library.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:15 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

1971

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 13, 1971

Members Present: Helen Staub, Sarah Kelechava, Richard Silver and the City Librarian

Members Excused: Paul Hupf, Gertrude Kendree

MINUTES: The minutes of the meeting of December 9, 1970 were approved as submitted.

OLD BUSINESS

PROJECTED LIBRARY IN THE OLD CITY HALL

The City Librarian reported that it is thought that the court would vacate the Old City Hall within the year. He reported on alternate plans for building a library in the Crocker area if the City Hall were not converted into a library. The Board agreed that the plans for a library in the old City Hall should be pursued. The City Librarian was instructed to carry this decision to the City Manager.

DALY CITY MUNICIPAL EMPLOYEES vs THE CITY OF DALY CITY

The decision of the Court in the case of the Daly City Municipal employees vs the City of Daly City was read. It stated that six months after November 30, 1970, all part-time personnel of the library would enter the Classified service. The City Librarian read a letter that he had prepared for the City Manager suggesting the plans for the change.

DUTY STATEMENTS

Duty statements formulated by PLECC were read and studied. The matter was tabled to the next meeting.

COLLECTION AGENCY

The City Librarian read a letter from Mr. Priolo of the Collection Agency which stated that the Collection Agency was not interested in collecting overdue materials except on an hourly basis. The same was true for a Collection Agency in South San Francisco. The Board decided that it could not enter into a contract based on an hourly wage for the collection of overdue materials. The Board recommended that the use of telephone calls was a very effective manner in which to collect overdue materials and suggested that this means should be utilized.

REFURBISING JOHN D. DALY LIBRARY

The City Librarian reported that the inside of the John D. Daly Library has been painted with white ceilings that furnish much more light.

MAUDE HANSELMAN MEMORIAL

Twenty-five books are on display at the Westlake Library as part of a memorial to Maude Hanselman. The Librarian reported that the newspapers would

take pictures on Thursday, January 14, 1971. He reported that there had been many inquiries about the display.

CORRESPONDENCE

A letter was read from Leontyne B. King inviting the Board of Trustees to the ALA winter meeting in Los Angeles.

The City Librarian read a letter from the Golden Gate Council of Camp Fire Girls requesting that they be allowed to sell their candy in the Westlake Library. The Board felt that this request was in violation of our policy and ordered the City Librarian to write a letter denying this request.

LETTERS FROM GRADE SCHOOL STUDENTS

The City Librarian showed the Board the many letters that grade school students had written to the Library thanking the Librarians for guidance during visits to the Library. The Chair directed that such letters be put into a scrap book.

NEW BUSINESS

CUSTODIAL SERVICE

The City of Daly City has entered into a contract with the firm of Crosetti and Musante for custodial services at the John D. Daly Library and the Westlake Library. They will clean the libraries after 9:00 P. M. and be out of the building before 10:00 A. M. the next morning.

The City Librarian reported that the Toastmasters have been meeting on Wednesday mornings in the Coral Room, and he did not feel that a key should be issued to the President and the Sergeant at Arms. The Board suggested that this would be a good time for the Toastmasters to transfer. The City Librarian was directed to tell them about the meeting room which is available at Breuner's if they make reservations for it.

NATIONAL LIBRARY WEEK

National Library Week will be observed from April 18-24, 1971. The City Librarian stated that the President of the Friends of the Library had suggested an ecology display at the shopping center during this week showing books that the Library has on ecology. The Board approved of this display.

REPORTS

The reports were distributed and the increase in circulation noted.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P. M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 10, 1971

Members Present: Helen Staub, Richard Silver, Sarah Kelechava, Gertrude Kendree and the City Librarian.

Members Excused: Paul Hupf

Minutes: The minutes of the meeting of January 13, 1971 were approved as submitted.

OLD BUSINESS

COUNTY CONTRACT

Since the contract between the County of San Mateo and the City of Daly City nears to a close, the contract must be renewed. The San Mateo County Library has initiated correspondence on the matter.

PERSONNEL

It was announced that an examination for the position of Librarian I has been scheduled for March 26, 1971.

In reply to a question regarding the examination for part-time positions, the City Librarian reported that the recommendations approved by the Board are being studied by the City Staff and the Personnel Board.

MEETING OF TRUSTEES

The City Librarian reported that some of the librarians he has approached regarding a meeting of trustees have suggested the proposition be presented to B.A.R.C. for a possible workshop.

REACTIVATE THE HISTORICAL SOCIETY AND APPOINT A NEW MEMBER

The Chair directed that the City Librarian refer this matter to the City Manager.

CORRESPONDENCE

A letter was read from Shirl Mollette. who expressed pleasure with the John D. Daly Library and the services of Carol R. Jenkins, the Branch Librarian.

Mrs. Fernandez, representing the group who participated in the recent prayer vigil at Mary's Help Hospital, reported that she was appearing before the Board of Trustees to ask its support in placing a clinic in the building at 6351 Mission Street if the John D. Daly Library is moved to the old city hall.

The Chair said the Board could not consider the matter because there have been no decisions about the removal of the Court from the Old City Hall and of the Library moving to the old City Hall.

NEW BUSINESS

1971-1972 Budget

The Board studied the Librarian's proposals for the 1971-1972 budget, line by line concurring with the proposals relative to the promotions of two Librarian I's to the Librarian II position, and the appointment of a Librarian III and other personnel that will be needed in 1971-1972 because of the expanding program.

It was moved by Mrs. Kendree and seconded by Mr. Silver that the proposed budget recommend that the salary and range of a Librarian III be set at Range 24 A.

The Board directed the City Librarian to include in the budget requests sufficient funds to inaugurate a greatly increased program for the John D. Daly Library when it is moved to the old City Hall.

TWO-YEAR DEMONSTRATION REFERENCE PROJECT

A letter from the State Librarian was read. It stated that $50,000 a year for two years from LSCA was reserved for the Peninsula Library System if it could present a program that could be accepted.

The City Librarian reported that a Committee was working on such a program.

TWO-YEAR OUTREACH PROGRAM

A letter from the State Librarian stated that system applications for Outreach Programs were being accepted. Whether the application is accepted, depends upon the type of program suggested by the system.

The City Librarian said a committee from the Peninsula Library System had been appointed to formulate a program.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 10, 1971

MEMBERS PRESENT: Helen Staub, Paul Hupf, Sarah Kelechava, Gertrude Kendree, Richard Silver and the City Librarian.

MEMBERS ABSENT: None

MINUTES: The minutes of the meeting of February 10, 1971 were approved as submitted.

OLD BUSINESS

1971-1972 BUDGET

The City Librarian reviewed the budget and he stated that Priority I is the amount of money needed to continue the present program.

Priority II is a statement of the funds that will be needed to expand the program by moving the John D. Daly Branch Library to the old City Hall.

He stated that the capital budget was due March 26, 1971 and would be a five-year projection of capital outlay needs. Both a Library in the old City Hall and the Serramonte Library would be included in the capital budget.

FIFTIETH ANNIVERSARY

The City Librarian stated that the John D. Daly Library was first opened in 1920 and suggested a golden anniversary celebration during National Library Week. He said that the Recreation Department represented by Cathy Bradshaw and the friends of the Library would cooperate. The celebration would be held on April 21 and since this is the day the Senior citizens meet, the Recreation Department would transport the senior citizens to the John D. Daly Library since they are the ones who patronized it when it first opened in 1920.

As part of the celebration, he suggested a brochure about the Daly City Public Library and its branches.

CORRESPONDENCE

A letter was read from the City Manager to the Personnel Board suggesting changes in the Rules and Regulations of the Classified Service so they would apply to part-time employees. The City Librarian stated that the matter is on the agenda of the Personnel Board meeting for March 11, 1971.

CALL FROM STATE LIBRARIAN

The City Librarian reported that Mrs. Leigh, State Librarian, had called him to state that President Nixon proposed drastic cuts in the LSCA grants. If these cuts are approved by Congress, the amount appropriated for the State of California would not cover the existing grants to systems. Mr. Hupf was asked to draft the telegram. Mrs. Kelechava moved that the telegram as drafted be sent to Congressman McCloskey, Mr. Silver seconded, motion carried.

PENINSULA LIBRARY SYSTEM APPLICATION OF L.S.C.A. GRANTS

The City Librarian reported that at the meeting of the Peninsula Library System on March 1, 1971, PLS had made two applications for L.S.C.A. grants. One for $50,000 for a reference demonstration and one for $100,000 for an out-reach project.

APPLICATIONS TO THE PLS FOR FUNDS FROM ITS EXTENSION SERVICES

The City Librarian reported that there are two accounts in the PLS budget. These are for extension services and collection development. The PLS Board has ruled that the funds for these two accounts will be divided among the member libraries. The Board approved spending $2,600 for Daly City according to a program submitted by the Daly City Public Library. The program calls for the addition of several specialized reference tools and the addition of useful books for the collection in history, art, science, biography and political science.

A number of suggestions were made and the Chair directed the Library Staff to consider them when choosing titles as directed by the PLS Board.

SURVEY OF THE OLD CITY HALL

The City Librarian reported that Ralph Smith of the Engineering Department had studied the building plans of the old City Hall and suggested that the ground floor would not hold a large stack area in one place. Therefore, the books shelved on the ground floor will be placed in stacks distributed around the room. Upon Mr. Smith's suggestion regarding the cost of remodeling the building, the City Librarian proposed the budget in clude figures for $12.00 per square foot.

REPORTS

The monthly reports were distributed.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 P. M.

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 14, 1971

MEMBERS PRESENT: Helen Staub, Paul Hupf, Sarah Kelechava, Gertrude Kendree, Richard Silver and the City Librarian

MEMBERS ABSENT: None

MINUTES: The minutes of the meeting of March 10, 1971 were approved as submitted.

OLD BUSINESS

L.S.C.A. GRANT FOR A DEMONSTRATION PROJECT

The City Librarian reported that the Peninsula Library System has received $50,000 as a grant for a one-year reference demonstration project. He stated that during the meeting of April 5, 1971, the Reference Project Committee announced it would have a program ready to go by the time the contract is signed.

PUBLIC LIBRARY SERVICE ACT RENEWAL FOR 1972-1973

It was reported that the P.L.S.A. funds were renewed for 1971-1972, however, the funds are $1,000 less than they were for the first year. The contract is now in the hands of the City Manager and will be on the agenda for the next council meeting.

The City Librarian reported that the teletypes were on order and would be placed in the area library and bibliographic center in July. They will replace the rental machines that are presently being used. The teletypes for the local libraries will be delivered in August. The City Librarian discussed the function of the area libraries and its tie up with the Bay Area Reference Center.

NATIONAL LIBRARY WEEK

Among the highlights of this week will be the 50th Anniversary Celebration at the John D. Daly Library. Mrs. O'Rourk, Daly City's first librarian, will be the honored guest and Mayor pro tem Pacelli will review the history of the first library in Daly City. There will be a choral group from Jefferson High School and two classes from Our Lady of Perpetual Help School. The Friends of the Library and the library staff will provide punch and cookies.

On Thursday, the Friends of the Library have scheduled a book review with a nationally famous author as the speaker.

NEW BUSINESS

SUGGESTED CHANGES IN BUDGET ACCOUNTING

Discussion was held on a proposition to establish separate accounts in the library budget for the different sections of the Library Department. The consensus was that the library budget should not be broken into components.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

SUMMER READING PROGRAM

On behalf of the professional library staff, the City Librarian suggested a program for the summer reading club. The now vacant Librarian I position will be filled, and the person who is hired will be assigned to six recreational facilities.

ART AND ART OBJECTS AS LIBRARY MATERIAL

The City Librarian reported that many libraries are circulating statuary art, prints of great art, and reproductions of art in unusual media. Since the experience of the Daly City Public Library with art has pleased many people, it was suggested that the library acquire such objects. The matter was tabled until the budget is approved.

REPORTS

Reports were distributed and an increase in circulation noted for all three libraries.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 12, 1971

MEMBERS PRESENT: Helen Staub, Sarah Kelechava, Gertrude Kendree, Richard Silver and the City Librarian

MEMBERS ABSENT: Paul Hupf

MINUTES: The minutes of the meeting of April 14, 1971 were approved as submitted.

OLD BUSINESS

REPORT ON FEDERAL LEGISLATION

A letter was read from Congressman Paul N. McCloskey, Jr. stating that he had supported full library funding. He stated that the HEW Appropriating bill was passed on April 7, 1971 authorizing $72,109,000 for various library programs.

REPORT ON STATE LEGISLATION

A letter was read from Assemblyman Leo J. Ryan stating that he was well aware of the need for maintaining the funds in the Public Library support area. However, he stated that there was fierce competition for funds and there were great difficulties in putting together a budget this year.

A portion of Focus, Friends of California Libraries publication, was read stating that an amendment which would have added $25 million to the Office of Education for six library titles had failed. It stated that three California congressmen reneged on support. An attempt will be made to add the much-needed funds in the Senate.

REPORT ON OUTREACH DEMONSTRATION PROJECT

The Librarian read a letter from the State Library stating that funds were available to finance the Outreach Demonstration Project.

The City Librarian stated that the new Librarian I would be in charge of this project and expressed enthusiasm at its being so well received.

HEARING ON PROPOSALS FOR PART-Time EMPLOYEES

The Librarian reported that the duty statements that the Board of Trustees had previously recommended would be presented to the Personnel Board at a public hearing on May 13, 1971.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

CORRESPONDENCE

A letter was read from Jean O'Rourk stating her appreciation for being the honored guest at the 50th celebration of the John D. Daly Library, and that she was very proud to have played a part in the progress of the Daly City Public Libraries.

A letter was read from Virgil Davis, President of the Senior Citizens, thanking the staff for having made it possible for the Senior Citizens to attend the John D. Daly Library 50th Celebration.

A letter was read from John F. Anderson, Librarian of San Francisco, requesting that the Peninsula Library System set aside funds for the fiscal year 1971-1972 for the financing of BARC. Representatives of the PLS would request a meeting on this request.

A letter was read from the City Clerk stating that Richard Silver had been reappointed to the Board of Trustees, term to expire on June 30, 1974.

NEW BUSINESS

LEASE OF BAYSHORE LIBRARY

A memorandum was read from the City Manager stating that the renewal of the lease for the Bayshore Library was on the agenda for the regular meeting of the City Council on May 17, 1971.

REPORTS

The monthly reports were distributed.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 9, 1971

MEMBERS PRESENT: Helen Staub, Gertrude Kendree, Richard Silver and the City Librarian.

MEMBERS EXCUSED: Paul Hupf, Sarah Kelechava.

MINUTES: The minutes of the meeting of May 12, 1971 were approved as submitted.

OLD BUSINESS

Appointment of Librarian I

A report from the Personnel Board indicates that the name of Edward Cavallini was certified as first on the persons eligible for appointment as Librarian I. Paula Goody was certified as second and Julia Cooke as third. The City Librarian stated that he had interviewed Mr. Cavallini and recommended his appointment as of July 19, 1971.

Appointment of Library Aides, Library Monitors and Library Pages

Duty statements for the three part-time library positions were examined and it was noted that examinations for all three positions have been scheduled for June 12, 1971.

Lease of Bayshore Library

A copy of the new lease was examined. It was noted that the lease will cover the next two years.

CORRESPONDENCE

A letter from the City Librarian to the San Mateo County Library was read. Inasmuch as the contract for library services between the two jurisdictions permits an extention upon mutual consent, the City of Daly City is recommending an extention for one year.

NEW BUSINESS

LIBRARY SURVEY

The City Librarian noted that federal and state funds have been granted to the Peninsula Library System to extend library services to shut-ins and to people in institutions. In order to take part in the program, the Daly City Public Library must furnish the names of the

individuals to be served. To do this, the City Librarian suggested the Board consider a survey that would not only find the shut-ins but would also gauge the public's opinion of the Library's performance. Accordingly he distributed copies of surveys that have been used in other cities.

The Chair directed that the matter be referred until the next meeting so the Board Members may have a chance to study the sample surveys and thereby formulate some thoughts about the advisability of conducting a survey and consider the type of questions that should be included.

REPORTS

The City Librarian reported that the monthly reports will be mailed with the minutes.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 P. M.

Samuel C Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 14, 1971

MEMBERS PRESENT: Helen Staub, Gertrude Kendree, Richard Silver and the City Librarian

MEMBERS EXCUSED: Paul Hupf, Sarah Kelechava

MINUTES: The minutes of the meeting of June 9, 1971 were approved as submitted.

OLD BUSINESS

SAN MATEO COUNTY CONTRACT

An exchange of letters regarding an agreement between San Mateo County and Daly City was read. By mutual assent, the agreement has been renewed until June 30, 1972.

PART-TIME EMPLOYEES HEARING

The City Librarian reported that the recent examinations for library pages, monitors and aides were invalidated by the Personnel Board. Instead, oral examinations will be give as follows: On August 2, the orals will be given for Library Monitor, August 3 and 4 for Aides, and August 9 and 10 for pages.

DEMONSTRATION PROJECT

Contracts for a reference demonstration project and an outreach project have been signed. The project will begin as soon as the State has reviewed the contract.

LIBRARY SURVEY

The Board directed the City Librarian to formulate a survey that would be useful for our particular library. The results of this survey will be presented to the Board when it is completed.

CORRESPONDENCE

The City Librarian was directed to write a letter to the Friends of the Library stating the Board's appreciation of the work of the Friends of the Library on behalf of the Library.

A letter was read from Mrs. Lilly George, daughter of John D. Daly. She presented a document to the library which will be placed in the Historical Collection. The City Librarian was directed to write a letter of acknowledgement to Mrs. George.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

NEW BUSINESS

ELECTION OF OFFICERS

Mrs. Kendree moved that Sarah Kelechava be nominated for President, Mr. Silver seconded and the motion carried by a unanimous vote. Mrs. Kendree moved that Richard Silver be nominated for President pro tem, seconded by Helen Staub and the motion carried by a unanimous vote.

HISTORIC SITES

The City Librarian read a letter from Leslie Merril, Director of the San Mateo County Historical Association listing many historical sites in San Mateo County. The chair directed that this list be called to the attention of the Mayor, and an effort be made to suggest historical sites in Daly City which can be added to the list.

OLD CITY HALL

The Board noted that there is a petition being circulated asking the Board of Supervisors to keep the court in Daly City. If the Board of Supervisors agree, the old city hall may not be available for remodeling as a public library.

PAINTINGS AND EXHIBITS

Mrs. Kendree asked if the acquisition of a collection of framed paintings meant the Coral Room at the Westlake Library would not be available to local artists. The City Librarian said he believed that might become a necessity. The Board directed that alternates for displaying the library collection be explored.

REPORTS

The reports were distributed.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 11, 1971

MEMBERS PRESENT: Sarah Kelechava, Gertrude Kendree, Helen Staub, Richard Silver and the City Librarian

MEMBERS ABSENT: Paul Hupf

MINUTES: The minutes of the meeting of July 14, 1971 were approved as submitted.

OLD BUSINESS

OUTREACH PROJECT

It was reported that Mr. Cavallini of the Library staff is serving as a liason with the activities of the Outreach Committee of the Daly City Public Libraries.

The services of the Black Power Bus have been extended to Daly City. Presently it is scheduled to make stops on Friday.

The service to shutins and institutions has not started pending the final approval of the grant.

REFERENCE DEMONSTRATION PROJECT

The committees have moved to create a union list of periodicals that will list the holdings of the San Francisco Public Library and that of each library that is a member of the Peninsula Library System.

The second reference project underway is a survey of the book holdings of each member of the Peninsula Library System. Mrs. Dorothy Sinclair will be hired to direct the survey.

A third project will agument the services of the Bibliographic Center. The center now has a record of the holdings of San Mateo County Library, San Mateo City, San Bruno, Redwood City, Menlo Park and of all books added by the Daly City Public Library since 1961. The holdings in fiction books of the Burlingame Public Library have been added to the Bibliographic Center.

PART-TIME EMPLOYEES

The City Librarian reported that the oral examinations for all the part-time positions have been completed and the list will be promulgated on August 12. Appointment can be made thereafter.

Some members of the Board stated that in personnel matters, there is a need for clarification of the Board's responsibilities. Accordingly, the Chair directed the City Librarian to invite the City Manager to attend the next meeting of the Board of Trustees to discuss the Board's

responsibilities as set forth in the Education Code and in relation to the Civil Service Ordinance.

PAINTINGS

Mrs. Kendree asked if it had been determined where to hang the framed pictures of the Library while those of a local artist are hanging in the Coral Room of the Westlake Library. The City Librarian reported that the paintings are circulating fast enough to prevent a problem from arising at this time.

OLD CITY HALL

Mr. Silver noted that the Mission Merchants and the Chamber of Commerce are circulating petitions that will ask the County Board of Supervisors to keep the Municipal Court in Daly City. The City Librarian said that if the Board of Supervisors agree, the proposal to move the John D. Daly library to the building presently occupied by the Court will be tabled.

CORRESPONDENCE

A letter to Mrs. Vincent Stratton, President of the Friends of the Daly City Library was read.

A letter to Mrs. Lillie George, daughter of John D. Daly, was read. Mrs. George had sent a biography of her father, founder of Daly City.

A letter to the City Council from the Friends of the Library was read. The Friend's group has presented funds to the City to purchase a show card machine for the use of the Library.

NEW BUSINESS

ANNUAL REPORT

Copies of pages 13, 14, and 15 of the annual report were distributed. It was noted that 6,236 volumes were added to the collection making the collection total 79,857. The total circulation for 1970-1971 was 409,817 which is the highest that has yet been achieved.

The breakdown of the budget shows 71.9% went to salaries, 18.72% for materials and 9.5% for operation and services.

VOTER REGISTRATION IN THE LIBRARY

It has been proposed that the League of Women Voters be allowed to register voters in the Westlake Library. It was moved that the

proposal be denied. The motion carried.

The Chair noted there is a notice of the activities of a political group posted in the Westlake Library. The Chair directed that it be taken down.

REPORTS

Reports for the month of July were distributed and noted.

ADJOURNMENT

There being no further business, the meeting adjourned.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 8, 1971

Members Present: Sarah Kelechava, Gertrude Kendree, Paul Hupf, Richard Silver and the City Librarian

Members excused: Helen Staub

MINUTES The minutes of the meeting of August 11, 1971 were read and approved.

OLD BUSINESS

LIBRARY SURVEY

The City Librarian announced that Mr. Cavellini had completed a survey of the community and was tabulating the results. Furthermore, he is planning a survey of the people who use the library. The results will give a great deal of information that can be used to improve the service.

STAFF ASSIGNMENTS

The assignments of the various members of the library staff were reviewed.

NEW BUSINESS

CONVERSION OF THE OLD CITY HALL

Mr. Hupf suggested that the Library Board needed more information before there could be any more discussion of placing a library in the old City Hall. Accordingly, the Chair directed the matter held over to next month thus providing time to gather information about the area to be served, the existing facilities, the requirements for adequate services, how the old City Hall will meet these needs, and other sites in the area that might be used for construction of a library.

SERRAMONTE LIBRARY

Mr. Hupf asked for information about the plans for a library in the Serramonte area of Daly City. Accordingly, the Chair directed the City Librarian to bring for the Board's review those plans that have been discussed. The priority stated in the general plan for the Serramonte Library and a statement of community needs.

After a discussion of how new library buildings could be financed, the Chair asked for a review of federal and state funds that might be available.

CONFERENCE OF THE CALIFORNIA LEAGUE OF CITIES

The League of Cities will meet in San Francisco during the week of September 27. The members of the Library Board are invited to attend the various meetings and events. The City Librarian stated that the City Manager's office would contact each board member before making reservations.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

REPORTS

The reports for the month of August were distributed and reviewed.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 13, 1971

MEMBERS PRESENT: Sarah Kelechava, Paul Hupf, Gertrude Kendree, Richard Silver, Helen Staub, and the City Librarian

MEMBERS ABSENT: None

MINUTES: The minutes of the meeting of September 8, 1971 were approved as submitted.

OLD BUSINESS

MASTER PLAN FOR PUBLIC LIBRARIES

The City Librarian suggested the need for a study of public library development for the City of Daly City. He suggested that part of such a study should be a reevaluation of the present plan to establish several libraries rather than a single main library as stated on page 34 of the Daly City General Plan.

He further asked the Board to consider priorities for the buildings mentioned in the General Plan.

Mrs. Staub said that such a study should include figures on population density for the entire City of Daly City.

Mr. Hupf stated that he thinks it is necessary for the Board to reconsider the concept of a system of branch libraries and think about a strong central library instead.

OLD CITY HALL AS POSSIBLE SITE OF THE JOHN D. DALY BRANCH LIBRARY

The Chair called the Board's attention to the City Librarian's report that was mailed to each board member. It was noted that the report quoted standards for minimum service from the American Library Association and from other sources. It also contained a survey of the type of service that could be extended from the Old City Hall if it became a branch library.

The City Librarian reported that the City Manager's office had assembled land cost figures for three alternate sites in the John D. Daly library service area. A description of these sites and the cost figures were given to the Board and discussed.

LIBRARY POLICIES AND OBJECTIVES

The Chair asked that this matter be held over.

JOINT LIBRARY COUNCIL

Mrs. Staub stated that in 1968 a Joint Library Council had been formed to secure library cooperation in Daly City, but no meetings of the

whole council were held. For this she holds the City Librarian responsible.

The City Librarian outlined some items of library cooperation that were accomplished as a result of the 1968 activities.

Mr. Silver directed that a letter be sent to the school officials and other persons concerned in library cooperation to further pursue library cooperation. The Chair so directed.

REPORTS

The reports were distributed and noted.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 10, 1971

MEMBERS PRESENT: Sarah Kelechava, Gertrude Kendree, Richard Silver, Helen Staub, David Macabee, Councilman Pacelli, Ed Cavallini, Carol Jenkins and City Librarian

MEMBERS ABSENT: Paul Hupf

MINUTES: Correction of minutes of October 13 - Mrs. Staub moved that the words - "For this she holds the City Librarian responsible" from Paragraph 3 be deleted. The Motion was seconded and passed unanimously. Minutes then stand as amended.

OLD BUSINESS

FEDERAL CONSTRUCTION ACT GRANT

The City Librarian stated that an investigation of procedures for applying for a LSCA Building Grant calls for some preliminary applications to be made. He noted that a mere $508,399 for building grants is all that the federal government has granted to California cities.

MASTER PLAN FOR DALY CITY

Mr. Chandler read letter from architects Ostwald and Kelly stating that it would be desirable to tear down the old City Hall and build a new library on the site. Mr. Macabee, City Engineer, spoke about the possibility of removing old city hall building for a new library. He said a structural analysis of the building has been made by his staff but no estimate on cost figures of demolition has been made. He said contours and size of land are against parking unless multi-decks are used. Mr. Silver asked how many square feet on this site. There are 15,000 square feet including parking lot.

Ed Cavallini reported on a study he is making of the population in the various areas of Daly City. He said that the population figures are a guideline only up to 1970. Mr. Silver said we should have future projections with some kind of raw figures to work with.

Mr. Chandler reported on the possibility of having an area library in Serramonte which would serve people from South San Francisco, Pacifica and San Bruno as well as people from Daly City, Federal and State construction funds may be obtained for this. Mr. Chandler said that he was directed to find the cost of obtaining temporary classrooms to be used until a library could be built in Serramonte. He said the Speed Space Corporation of Santa Rosa provides such buildings for $12,000 per unit or on a lease purchase of $2,200 per year for 7 years. Mr. Silver said we have facilities in old Daly City although inadequate, but none in Serramonte so we should think of building in Serramonte first.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

The Chair asked Mr. Pacelli, Vice Mayor, what about the total picture of capital outlay in the city. Mr. Pacelli said he believed we must re-evaluate the section about libraries in the Daly City Master Plan. He suggested the organization of a committee with representation from the City Council and the Library Commission to conduct a study of public library development in Daly City.

INTERCITY LIBRARY COOPERATION

The City Librarian called the Commission's attention to a report he had submitted of discussions he had held with school libraries. The Chair directed the matter of intercity library cooperation be referred to the Committee that may be organized as Mr. Pacelli has suggested.

CORRESPONDENCE

Sarah Kelechava and Gertrude Kendre received letters regarding their getting listed in Who's Who of American Women.

NEW BUSINESS

Carol Jenkins, Librarian II is leaving. She will be in charge of a new library in Half Moon Bay. The City Librarian announced that there will be a luncheon for Miss Jenkins on Friday, November 12 at noon. Commissioners and all are invited.

CLA CONFERENCE

CLA Conference will be in San Francisco Hilton on December 12 to 16. The Chair urged Commission members to attend as much as possible.

The reports were distributed and noted.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:15 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

December 8, 1971

MEMBERS PRESENT: Sarah Kelechava, Gertrude Kendree, Richard Silver Helen Staub, Paul Hupf and City Librarian

MEMBERS EXCUSED: None

MINUTES The Minutes of the meeting of November 10, 1971 were approved as submitted.

OLD BUSINESS The City Librarian reported that Councilman Pacelli had spoken to the Mayor about the organization of a committee of City Councilmen and Library Trustees to study the development of a plan for the Public Library Department within the government of the City of Daly City.

Mr. Silver moved and Mrs. Kendree seconded that the Board of Trustees support Mr. Pacelli's suggestion by sending a request to Mayor Lycett to appoint two members of the City Council to join with the Library Board in a study of the present library services in Daly City and the surrounding area and accompany the request with a list of recommendations to improve and expand the library services in Daly City.

Resolution passed.

RECOMMENDATIONS A discussion determined the following:

Daly City Library

A. After reviewing the condition of the old City Hall and studying the letter from John H. Ostwald, Architect, the Board believes it is not suitable for remodeling as a replacement for the old Mission Street Library.

B. Therefore, there needs to be a study of the

1 - Location of a new library
2 - The size and structure of a new building
3 - The cost of erecting a building
4 - The deed of the present John D. Daly Library to determine if the city can use it for other purposes or sell it and use the proceeds for a new library.
5 - The possibility of the city selling the old City Hall and using the proceeds to replace the old library.

Serramonte Library

A study should determine

1 - Size and location of a library in the Serramonte area of Daly City
2 - If this should be the main or a branch library
3 - If a Serramonte library should include a community room
4 - The cost of erecting a building

Bayshore Library

A study should determine

1 - Size and location of a library in the Bayshore area
2 - The cost of erecting a building

Funds in the 1971-72 Budget

The Chair asked for a review of the library portion of the Capital Improvement Budget as follows:

$86,000	1971-72 and projects
141,000	to be budgeted after 1971-72

Mr. Hupf said we must take the necessary steps to be sure we don't lose that budget money of $86,000 for this year.

CLA CONFERENCE

Mr. Chandler told Board that all have reservations for CLA conference as stipulated in the last meeting.

The City Librarian informed the Board Mr. Silver is an officer in Friends of the Library section of CLA.

HALF MOON DEDICATION

Mr. Chandler said visiting the Half Moon Bay Library should prove interesting because the building was planned as a neighborhood community center. Dedication will be Saturday at 11 A.M.

REPORTS

Bayshore circulation drop was noted. A suggestion was made that a notice be sent to homes giving information about the Bayshore Library.

There being no further business, the meeting adjourned at 9:30.

Samuel C. Chandler

SAMUEL C. CHANDLER
CITY LIBRARIAN

1972

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 12, 1972

MEMBERS PRESENT: Sarah Kelechava, Gertrude Kendree, Richard Silver
Helen Staub, City Librarian

MEMBERS EXCUSED: Paul Hupf

MINUTES: The Minutes of the meeting of December 8, 1971 were approved as submitted.

OLD BUSINESS A letter directed to the Library Board from City Manager, David Rowe was read and noted. The letter stated that Mayor pro tem Francis Pacelli and Councilman Anthony Giammona had been selected to serve as members of the Joint Council-Board Library Planning Committee. It was moved and seconded that two members of the Library Commission be selected to represent the Library Board on this Committee. The Motion carried and the chair appointed Richard Silver and Helen Staub to so serve. Mr. Silver asked, however, that at the first meeting of the Committee that all members of the Board be present. The members of the Board agreed. The Chair directed the City Librarian to write a letter to Councilman Pacelli and Giammona asking the council that a date for the first joint meeting be selected.

Mr. Silver reported that, in an effort to find the best possible locations for a main library and for library branches, he has made a study of the traffic flow and shopping areas of Daly City. As a result of his study, he suggests that the newly formed committee of councilmen and library board members consider that Daly City will ultimately need five libraries as follows: 1- one in Westlake, 2- one in Serramonte, 3- one in the Daly City-Mission area, 4 - one in Bayshore and 5- one near Civic Center. In most of the areas mentioned, the city owns property that could be used for a library.

Mr. Chandler said the question still remains - Does Daly City need a number of equal branches with work space in one of them or a main library with a few branches.

The Chair directed the City Librarian to make copies for the board of a chapter about branch libraries from Wheeler & Goldhor's Practical Administration of Public Libraries.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 12, 1972

CORRESPONDENCE: A letter from the California Library Association asked the Board Members to select membership in a division of CLA. When renewing their CLA memberships, the city librarian pointed out that the California Institute of Libraries is a division restricted to boards and chief city librarians. The other two categories are CLA at large and California Society of Libraries. The Chair directed the City Librarian to notify CLA that each board member should be enrolled in the California Institute of Libraries.

NEW BUSINESS It was reported that a check was received from the Lions Club for $2,200 to be used by the library for books and supplies for the blind or near blind. Mr. Chandler said Mr. Cavellini had prepared a report on the aims of the library for the blind and proposed acquisitions. The Chair directed the City Librarian to write a letter to the Lions Club thanking them for the check. Mrs. Kelechava will sign the letter.

Arza Sheriff, Library Aide, died from a heart attack. Mrs. Kendree moved, Mrs. Kelechava seconded that a book be donated to the library in memory of Mr. Sheriff.

Della Mundy has been appointed as the Branch Librarian at the John D. Daly Library.

REPORTS Monthly reports of circulation were distributed. Mrs. Kendree asked for a report of the success of the recent Moratorium. The City Librarian replied that some long overdue books were returned, but suggested that the next moratorium be more widely publicized.

There being no further business, the meeting adjourned at 9:50 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 9, 1972

MEMBERS PRESENT: SARAH KELECHAVA, GERTRUDE KENDREE, RICHARD SILVER, HELEN STAUB, CITY LIBRARIAN, DAVID MACABEE, BOB EVANS

MEMBERS PRESENT: NONE

MINUTES — The minutes of the meeting of January 12 were approved as submitted.

OLD BUSINESS

A. Mr. Silver reported on the February 3, 1972 meeting of the Joint Council-Library Board Planning Committee. He said a list of priorities were recommended and read them to the Board. He said that the next meeting of the Joint Council will be held February 16 and asked that all members of the Board and City Librarian attend. Mr. Silver moved and Mrs. Staub seconded that the Board approve the priorities as outlined in Mr. Silver's report. The motion carried. It was moved and seconded that the Board accept Mr. Silver's report as a narrative progress report.

B. Mr. Chandler said the city had received the papers to prepare for asking for an LSCA Building grant. He said the city was ready to take the initial steps. The first priority on these Federal grants is a building that can be used by more than one city; for example, a system headquarters or area library. The second priority is a main library and the third priority is a branch library. The state library decides how LSCA monies are granted. When it is time to file for a Federal Grant, we will be notified.

David Macabee suggested that before the library files an application for a LSCA Grant, the City Librarian contact the Director of Parks and Recreation. This department has just received a HUD grant for recreation facilities in the area where the Serramonte Library will be built.

C. Mr. Silver reported that he and Mr. Chandler had visited some libraries to get an idea of size and structure of libraries that may be planned for Daly City.

D. Mr. Robert Evans and David Macabee spoke about Turn Key Construction of buildings. They said this type of construction is cheaper, faster and there is a choice of material and design.

OLD BUSINESS

E. Mr. Chandler reported that a sanitation district building on Geneva Street may be open for relocating the Bayshore library. He suggested the Board consider touring the building. The chair said the Board would do so when a tour is arranged.

CORRESPONDENCE

A letter from Paul Hupf regarding his resignation from the Board was read and noted. A letter from David Rowe, City Manager regarding the Joint Council-Board Library Planning Committee meeting was read.

The City Librarian read a letter from the Chairman of the Library Board informing the City Council of the gift of a Morgan Line-O-machine from the Friends of the Daly City Library.

NEW BUSINESS

A. The Federal government has made it possible for the library to hire three new people who are now working on a temporary basis in the library. On February 23, they will have completed all their exams. If they are successful in getting on the top list, they will be appointed permanent, as members of the Library staff. They are:

1. Lorraine McClay
2. Katherine Honrado
3. Margaret Sommer

B. Mrs. Ojakian will retire in April.

C. The vacancy caused by Mr. Sheriff's death has been filled by the appointment of Carl Nakamuro.

D. Mr. Kearny and Sheila Cavanor are to take promotional exams in February.

E. Regarding the book for Mr. Sheriff, four titles have been suggested. No decision has been made.

There being no further business, the meeting adjourned at 9:55 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER
CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 8, 1972

ROLL CALL

Present: Sarah Kelechava, Gertrude Kendree, Richard Silver, Helen Staub

Also Present: City Librarian, Councilman A. Giammona, Councilman Frank Pacelli, Ana Horta

Excused: None

MINUTES: The Minutes of the meeting of February 9th were approved as submitted

OLD BUSINESS

Capital Outlay Budget Proposals

The Capital Budget Meeting is due in two weeks. The City Librarian would like to have the Commission study what is now considered priority for building branches of the Daly City Public Library:

1. Serramonte Library- 1st priority
2. John D. Daly Library- 2nd priority
3. Bayshore Library- 3rd priority

After a discussion of the above, Mr. Silver moved that the Board send a letter to the City Council urging them to give Serramonte top priority in the Overall Capital Budget. The Motion was seconded by Mrs. Kendree.

Type of Building

The City Librarian asked the Board to consider a recommendation for the 1972-73 Capital Improvement Budget that a minimum-sized library be built in Serramonte which could also be a main library. It should have 12,000 square feet of public space and 4,000 square feet for office and staff work space. It should be a flexible building and one that could be enlarged as the population expanded. The City Librarian said that he had asked that Capital funds be appropriated with such a building in mind, but there would be time to discuss the size and type of building before the budget is adopted. The Chair directed that a discussion of types of buildings be held over to another meeting.

Master Plan Study

The Board voted to accept the list of priorities established by the Joint Council and Board Committee for studying the development

of the public library.

Intercity Library Cooperation

The Chair directed the City Librarian to suggest to the Mayor that contact be made with the Jefferson School Board of Trustees and ask that they appoint two trustees to meet with the Library Board and the City Council to start discussions of a joint use of facilities.

CORRESPONDENCE

A letter was received from RoseMarie Kraus, Children's Librarian announcing the formation of a pre-school story hour, March 22 through April 26.

NEW BUSINESS

The oath was administered to Ana Horta.

The City Librarian announced that Mrs. Ojakien is retiring at the end of March. There will be a dinner Friday, March 24th in her honor. The Commission is invited to attend.

Bob Kearny and Sheila Cavanor will be taking oral exams for Librarian II on March 23rd.

REPORTS

The statistical circulation reports were distributed.

There being no further business, the meeting adjourned at 10:50.

Samuel C. Chandler

S. C. CHANDLER
CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 12, 1972

ROLL CALL

Present: Richard Silver, Helen Staub, Sarah Kelechava

Also Present: City Librarian, Mrs. Stratton

Excused: Ana Horta, Gertrude Kendree

Minutes: The approval of the Minutes of March 8th were tabled until April 10th.

OLD BUSINESS

Spanish Speaking Grant

The City Librarian reported that the Peninsula Library System had received a grant for service to the Spanish speaking minority of San Mateo County. The amount of the grant is $35,000 the first year and $30,000 the second year. The City Librarian suggested that the System is fortunate that Mrs. Ana Horta is a member of the Board of Trustees of the Daly City Public Library and if she agrees, he will recommend to the governing board of the System that she be asked to advise the agency that will be supervising the Spanish Grant.

As to the other LSCA grants- progress is being made in several areas. A union list of periodicals is almost complete. A survey of collections is progressing. A film committee is questioning each library in the system to determine what materials should be purchased in microfilm and where the various items should be housed.

Friends of the Library Building Fund

Mrs. Vincent Stratton, President of the Friends of the Library reported that the Friends of the Library Building Fund has been established. She said the Friends group have obtained legal council to help in setting up a building fund so that all the legal aspects will be known and adhered to. The money that goes into the building fund is above and beyond the money that is allocated for the Friends of the Library's activities, such as special events and the yearly gift to the library.

Mrs. Stratton asked for a letter from the Commission stating that it is in accord with the establishment of a building fund. The Chair requested the City Librarian to prepare such a letter.

Mrs. Stratton announced that the annual book fair is slated for May 12 and May 13 in the Westlake Mall and that publicity has been widely circulated.

CORRESPONDENCE

A letter was received by the City Librarian regarding the resignation of Mrs. Carma Leigh as State Librarian. There will be a dinner in her honor in San Francisco on May 17th at the Sheraton Palace. The trustees are urged to attend.

NEW BUSINESS

Budget

The City Librarian distributed copies of a proposed budget for 1972-73. The Board discussed each item in the three parts of the Budget:

1. Capital Improvement
2. Equipment
3. Operating Budget

County Contract 1972-73

A note from the City Manager requested the Board of Trustees to advise the administration of the City regarding the renewal of the contract with San Mateo county for service to non residents.

Mr. Silver moved that the City Manager and City Librarian approach the officials of the county to work out a new contract for a more realistic figure. The Motion was seconded by Helen Staub and carried.

REPORTS

The statistical reports were handed out to the members of the Commission.

There being no further business, the meeting was adjourned at 10:50 P.M.

Samuel C. Chandler

S. C. CHANDLER,
CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 10, 1972

Present: Ana Horta, Gertrude Kendree, Helen Staub, Sarah Kelechava, Rick Silver

Also: David Rowe, City Manager and Samuel Chandler, City Librarian

MINUTES: The Minutes of the March 9th and April 12th meetings were corrected

OLD BUSINESS

San Mateo Contract

The County Contract expires June 30, 1972. The contract is to be negotiated for renewal. The Chair directed Rick Silver to represent the Library Board in negotiation meetings. The first meeting will be held on Wednesday, May 17th at 9:30 A.M. in City Hall.

1972-73 Budget

The City Librarian announced that $300,000 for a library in Serramonte is being recommended to the City Council with the 1972-73 Budget. Mr. Rowe, City Manager said that the estimated cost of the building is being recommended to be funded on a two year program.

Mr. Chandler said that the City Manager and the City Librarian have met about the operating budget and it has been sent to the City Council.

CLA Memberships

The Chair directed the City Librarian to write to CLA to check on the renewals of Commissioner memberships.

CORRESPONDENCE

The City Librarian was instructed to write the letter for the Board to the Friends of the Library commending the Friends group on the establishment of a building fund.

It was noted that the Librarian and the City Manager have received a number of letters from some Serramonte residents expressing their need for a library in that area. Several of these letters were read and noted.

A note from the Friends of the Library announced that they will give the library $300 this year for the purchase of Spanish books. It was suggested that the initial Spanish collection be kept in the Daly City Library on Mission Street since there are more Spanish speaking people in this area. Later when the Spanish book collection is expanded each branch will have a Spanish language book section.

The City Librarian said he felt that we are most fortunate in having Ana Horta as a member of the Library Board and suggested that Mrs. Horta serve as a consultant in the selection of books in the Spanish language. Mrs. Horta said she would be happy to do so.

NEW BUSINESS

Summer Reading Program

The City Librarian announced that a Wild West Roundup will be the theme for this year's summer reading program at the Westlake library. The children take out books, read them and then come in and give a report.

At the John D. Daly Library, the summer program will feature story hours on Saturday. The Branch Librarian will vary it with a story, a movie or whatever the children would like.

The Bayshore Library will take part in the Wild West Roundup.

Reports

Statistical Reports were passed out.

There being no further business, the meeting adjourned at 10 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER
CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 14, 1972

Present: Ana Horta, Gertrude Kendree, Helen Staub, Sarah Kelechava
Rick Silver

Also: Samuel Chandler, City Librarian

Minutes: The Minutes of the Meeting of May 10th were approved as submitted

OLD BUSINESS

San Mateo Contract

Mr. Silver reported that two meetings have been held to consider renewing the contract with San Mateo County for service to unincorporated areas of the county. During the 2nd meeting, some agreements were reached. The City attorney will draw up the contract for the approval of the County Board of Supervisors and the City Council of Daly City.

Intercity Library Cooperation

The question was raised as to what progress has been made regarding cooperation with the Jefferson High School Board of Trustees. It is suggested there be a meeting with the Library Board - City Council Committee and the School Board. The City Librarian said he would check with the City Manager to see what progress has been made. If nothing has been done, a letter is to be written to the school trustees requesting immediate action.

CORRESPONDENCE

Letter from Karl Reeh

Librarian Karl Reeh of San Mateo City has submitted his resignation. In doing so, he filed a summary of the progress of the Peninsula Library System. The Daly City Librarian asked the Board to consider it. The chair directed that the letter be discussed at the next meeting and that a copy of Mr. Reeh's letter be sent to the City Manager.

NEW BUSINESS

Harmful Matter Statute & California Libraries

A harmful matter bill has passed the Senate and gone to the house. If this bill passes, everyone involved in allowing harmful matter to be obtained by minors can be prosecuted. It was recommended that the Library Commission review this matter closely.

The Collier Bill is presently before the legislative committees. If it passes, it will provide for a network of library systems which would make it possible for persons to travel around the state and have their cards honored by all libraries.

Spanish Book Grant

With the Friends of the Library Gift of $300, the library will be able to buy approximately 40-45 books in the Spanish language. With the approval of the Spanish Grant for the system which is pending, the Daly City Public Library will be able to further enlarge this collection of Spanish books.

REPORTS

The Statistical Reports were handed out.

There being no further business, the meeting adjourned at 9:20 P.M.

Samuel C. Chandler
City Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 12, 1972

Present: Ana Horta, Gertrude Kendree, Helen Staub, Sarah Kelechava, Rick Silver

Also: Sam Chandler, City Librarian and Julia Monares

MINUTES: The Minutes of the June 14th meeting were approved as submitted.

ELECTION OF OFFICERS

Mrs. Kendree moved that Richard Silver be nominated for President of the Board of Trustees of the Daly City Public Library, Mrs. Staub seconded and the motion carried by a unanimous vote. Mrs. Kendree moved that Ana Maria Horta be nominated for Vice-President of the Board of Trustees, seconded by Mrs. Staub and the motion carried by a unanimous vote.

Appreciation and thanks was given to outgoing President, Mrs. Kelechava, for her leadership in the past year.

OLD BUSINESS

Serramonte Library

The City Librarian presented the recently adopted plan for Gellert Park, pointing out the location of the library site therein. He noted that the plan called for a two story building in order to utilize the slope, thus providing for maximum use of the land in the park.

The City Librarian outlined the Time-Table for the proposed Serramonte Library. He explained that in order for actual construction to begin in April, 1973, this would mean setting a date immediately after the Board meeting on August 9th as the target date for the first step--to formulate a building plan to submit to the City Engineer.

Mr. Silver suggested that if it is necessary the Board can hold special meetings to consider building plans. Mrs. Staub agreed, stating that the Board should formulate plans carefully so it can recommend a building that will meet requirements, especially those regarding size.

The City Librarian stated that he will bring a working diagram of what is needed for the new Library to the next meeting. He presented the Board with the present dimensions of the different areas of the Westlake Library and suggested they serve as a guide.

Mrs. Staub moved that the Board direct the Library Staff to suggest plans for a two level building with approximate dimensions of various rooms in the Westlake Library. She also moved that such plans be submitted to Dave Macabee, City Engineer, for a preliminary drawing which can then be presented to the Board for discussion and approval. The motion was seconded and carried.

The Chair directed the City Librarian to submit a proposal of a tentative plan of the Serramonte Library to the City Engineer that is within the ALA Standards, then a blueprint of this plan will be submitted to the Board for discussion before a final plan is decided upon.

A question was raised as to the temporary location of the Historical Library within the new library site. The City Librarian gave possibilities for which this room could be used afterwards--audiovisual room, projection room, Children's Library, record listening room, art room--and the use of removable walls as temporary dividers to fit its purposes.

Ms. Horta introduced her guest, Julia Monares, who is responsible for bilingual education in the Jefferson School District. Mrs. Monares indicated her appreciation of the Spanish books provided by the City Librarian.

Meeting with the Council - Library Committee and Representatives from Jefferson High School

The City Librarian stated that though there has been correspondence, nothing new has developed.

A motion was made by Mr. Silver that the Chair direct the City Librarian to correspond with the President of the High School Board directly without going through the City Council. The motion was seconded by Mrs. Staub and carried.

CORRESPONDENCE - None

NEW BUSINESS

Service for the Near-sighted

The City Librarian reported that newspaper articles from The Post and The Daly City Record, dated June 2, 1972, outlined the development of the Daly City Host Lions Library for near-sighted patrons. He also stated that a large lens viewer, donated by the Lions Club, and additional large type books have been provided.

REPORTS

The statistical circulation reports were distributed.

There being no further business, the meeting adjourned at 9:35 p.m.

Samuel C. Chandler

SAMUEL C. CHANDLER
CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 9, 1972

Present: Helen Staub, Gertrude Kendree, Richard Silver

Excused: Sarah Kelechava, Ana Horta

Also: Sam Chandler

Minutes: The Minutes of the July 12 meeting were corrected.

OLD BUSINESS

Serramonte Library

The City Librarian presented the Board with a drawing of the new Serramonte Library and handed out copies of the building plan. A discussion followed on the different aspects of the new library and the location of different departments. The matter was tabled until the next meeting so that Ana Horta and Sarah Kelechava may be able to express their opinion on the new library.

Intercity Library Cooperation

The Board directed Mr. Silver to draft a letter to the Jefferson High School Board of Trustees suggesting a meeting with the Joint Council-Board Library Planning Committee.

CORRESPONDENCE

A communication from Rabbi Edward of Congregation B'Nai Israel indicates the desire of his congregation to present books to the library as a memorial to the late Rabbi Shore. The Chair stated that the gift policy should be reviewed and followed in accepting gifts.

NEW BUSINESS

The City Librarian distributed a letter and handbills produced by the Outreach Program.

REPORTS

The Statistical reports were distributed.

There being no further business, the meeting adjourned at 10:20.

Samuel C. Chandler

SAMUEL C. CHANDLER

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 21, 1972

ROLL CALL

Present: Helen Staub, Gertrude Kendree, Richard Silver, Sarah Kelechava, Ana Horta, Mr. Chandler

MINUTES: The minutes of August 9th were approved as submitted.

OLD BUSINESS

Letter to Jefferson High School District

A reply to a letter from Richard Silver, Chairman of the Library Board, states that the Board of the Jefferson High School District has appointed two of its members to represent it in matters pertaining to coordinated library services. The members are Jane Powell and Albert Teglia. Mr. Silver reminded the Board that Mrs. Staub and Mr. Silver represent the Board while Mr. Hupf and Mr. Giammona represent the council.

Serramonte Library

The City Librarian reported that the plans for the Serramonte Library have been delivered to the Engineering Department whose job it is to make the drawings and specifications. He said he hoped to have some specifications to submit at the next Library Board Meeting.

CORRESPONDENCE

A letter to Mrs. Sarah Kelechava from a Mr. Edward Hess regarding library services included a questionnaire to be filled out by the Board. The chair requested that Sarah Kelechava be asked to answer that questionnaire as a representative of the Board.

A letter from Alta Howe praising the Outreach Program was read and noted. The City Librarian said this letter is similar to others that have been received.

Mr. Chandler said the Outreach Program runs until next May. If this program is not renewed, the Board will be asked to consider how much of it should be continued as part of the Daly City library program. It was suggested that this matter be pursued and a report made at the next meeting.

| TOTAL HOURS | | |

Daly City Library Commission
Minutes of the Regular Meeting
September 21, 1972

NEW BUSINESS

SB Bill 1261- This bill regards the issuing of continuous funds for library systems. Efforts to secure the support of Governor Reagan are still needed. The City Librarian reported that he has been invited to a meeting in Sacramento to outline a statewide campaign.

Bayshore Library

A building is available on Geneva Avenue for the Bayshore Library. Our city has an option to buy. Mr. Silver reported that this building is larger than the present Bayshore Library. It has one large room divided into three sections. Arrangements were made for the Commission to see this building and make a recommendation to the City Council.

CLA meets in Disneyland on November 30 through December 2. The League of Cities meets October 15 through October 18 in Disneyland. The City Librarian asked the Board members who want to attend the League meeting to let Ann Dissing know and those who want to attend the CLA meeting to call him.

REPORTS

The circulation reports were distributed.

There being no further business, the meeting adjourned at 9:30.

SAMUEL C. CHANDLER

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 11, 1972

Present: Helen Staub, Gertrude Kendree, Richard Silver, Ana Horta, Sarah Kelechava, Ed Cavallini, Mr. Chandler

Minutes: The Minutes of the Meeting of September 21, 1972 were corrected.

OLD BUSINESS

Serramonte Library

The city librarian reported that the plans for the Serramonte Library are still in the hands of the Engineering Department and work on them has been delayed because plans for road work have to be completed first.

Senate Bill SB-1261

Mr. Chandler said that at the Director's meeting of the Peninsula Library System, it was moved that each city handle its own campaign for the passage and signing of Senate Bill #1261. Mrs. Kelechava moved, Mrs. Kendree seconded that the Library Board send a letter to the Governor urging him to sign the bill and that the Board urge the city council to pass a resolution and direct it to the Governor.

CORRESPONDENCE

Letter from Friends of the San Francisco Public Library

There will be a reception on October 18th at the San Francisco Public Library from 4 to 6 P.M. honoring California State Librarian Ethel S. Crockett.

NEW BUSINESS

Dorothy Sinclair Report

Dorothy Sinclair who is a professor of Library sciences in Ohio was hired by PLS to do a survey of the collections of the members of the Peninsula Library System. Her report has been completed and is being studied in each library. This is the only survey of this nature that has included the Daly City Public library.

REPORTS

Spanish Books

The Spanish books have been ordered and have gone to cataloging. The Chair asked that Mr. Chandler present a report of the Spanish books at the next meeting. The city librarian reported that the Spanish Grant to the System is now approved. Ms. Margarita Studemeister, coordinator, is preparing publicity for use in the areas where Spanish people live. The Daly City Library survey gave a preliminary report of the results of the survey made last July.

The Daly City Library Survey

Mr. Cavallini gave a preliminary report of the results of the survey made last July. Mr. Cavallini passed out samples of two questions. One was distributed to patrons in the library and another one was used in a door to door survey. The answers to some of these questions revealed that more publicity is needed on the location of our Daly City libraries, especially John D. Daly and Bayshore. When the final report on the survey comes in, copies will go to the City Manager.

Outreach and Shut-in Services

Ed Cavallini reported that the shut-in program has grown more successful after a slow start. Two leaflets have been made available publicizing this PLS program.

Ed Cavallini reported we now have 12 cassette players and several spoken word cassettes for the partially sighted have been purchased with monies donated by the Lion Club funds.

CLA Convention

Mr. Chandler said that there will be a Book Mobile Exhibition of the CLA Convention (Nov. 30 - Dec. 4) and PLS was thinking of sending the Bookpower Bus to participate. Motion was made and carried that funds be approved for Ed Cavallini's expenses if he takes the Book Power Bus to CLA Convention.

Proposition 18

Proposition 18 was reviewed and discussed. The chair directed the City Librarian to prepare a press release for local newspapers stating the library Board of Trustees' opposition to Proposition 18. The chair also directed the City Librarian to contact the city attorney to ascertain the legal particulars about such a press release.

Circulation Reports

The circulation reports were distributed.

There being no further business, the meeting was adjourned at 10:05 P.M.

Samuel C. Chandler
City Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 8, 1972

Present: Helen Staub, Gertrude Kendree, Richard Silver, Ana Horta, Sarah Kelechava, Sam Chandler

Minutes: The minutes of the October 11th meeting were approved as submitted.

OLD BUSINESS

A. Spanish Language Books

Mr. Chandler reported that the Daly City Public Library is acquiring Spanish language books. Forty-eight language books were added to John D. Daly Library and twelve were added to the Westlake Library recently. The books are in four categories, poetry, plays, fiction and biography.

B. Spanish Language Grant

Margarita Studemeister of the Peninsula Library System is preparing a bibliography of Spanish language books. Since some LSCA funds from the Spanish Grant is to be divided between libraries, it is hoped that within six to nine months, Daly City should have 400-500 books in three libraries.

Ana Horta and Margarita Studemeister met and one of the things they discussed was adding Spanish newspapers to the Daly City Public Library for the Spanish speaking patrons . Mrs. Horta suggested that the City Librarian examine Spanish newspapers to see which ones should be in the Daly City Public Library. The Chair directed the City Librarian to do so.

Mr. Chandler said that the State library informed him that the President has vetoed the renewal of LSCA funds. However, money is reserved to complete each grant now operating in the Peninsula Library System.

C. Bayshore Library

The City has made a proposal to buy building on Geneva Street for the new Bayshore Library. No answer to the proposal has been received.

D. Serramonte Library

The City Librarian brought plans for the new Serramonte Library and asked the Board to study some changes suggested by the City Manager. Some of the points discussed were the location of the historical room, the community room, and the technical processing room.

Daly City Library Commission
Minutes of the Regular Meeting
November 8, 1972

As to the installation of an elevator, the commission raised the point that unless an elevator is available or some other means of assent, such as a ramp is provided, handicapped people would not be able to get around the library.

CLA Convention

The chair directed the City Librarian to make reservations for the CLA Conference for Mrs. Kendree and Mrs. Kelechava.

CORRESPONDENCE

Mr. Chandler said a Union List of Periodicals has been printed. It contains all the holdings of the Peninsula Libraries and the San Francisco Public Library. This is one of the projects of the Reference Demonstration project.

REPORTS

The statistical reports were distributed.

There being no further business, the meeting adjourned at 9:05.

Samuel C. Chandler

SAMUEL C. CHANDLER
City Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

December 13, 1972

ROLL CALL

Present: Ana Horta, Richard Silver, Helen Staub, City Librarian Gertrude Kendree, Sarah Kelechava

MINUTES: The Minutes of the meeting of November 8 were approved as submitted.

OLD BUSINESS

A. Spanish Language Newspapers and Periodicals

The City Librarian brought to the Commission meeting copies of five Spanish newspapers so that a few could be selected for the John D. Daly Library and the Westlake Library. After some discussion, the Board suggested to the City Librarian that subscriptions to Excelsior, El Mundo and La Opinion be placed for the John D. Daly Library and El Mundo also be placed in the Westlake Library. The importance of publicizing that the Daly City Libraries have these Spanish newspapers was discussed. Also, it was suggested that the librarians in the John D. Daly library keep track of which of the three newspapers was the most read.

B. PLS Grants

Mr. Chandler informed the Board that there is a meeting in Sacramento on December 18 for the State Library and the consultants. It appears that PLS will be granted funds for two projects. These will have to be the Reference Grant - to keep up projects already started and for the Spanish Language Grant which is in its first six months. Under Title 3 of the LSCA, the PLS will apply for funds to enter the CIN (Cooperative Information Network). The individual libraries will have to pick up on the Outreach Program.

C. Bayshore Library

The City has made a proposal to buy the Sanitation building on Geneva Street. The District has indicated that they will accept the Daly City proposal. This matter is on the agenda for the next Council meeting.

D. Serramonte Library

Nothing has been done in regard to the plans for the new Serramonte library. The plan still calls for taking bids on this building in the early spring.

Daly City Library Commission Minutes
December 13, 1972

E. CLA Convention

Mrs. Kelechava, Mrs. Kendree and Mr. Silver reported on the CLA Conference. They said that the trustees have no separate organization of their own anymore, and have no voice in the policy of CIL or in the plans of the conventions. A petition was started to get either CIL or CLA to set up the trustees as a separate organization as before. The Chair directed that contact be made with CIL to see what progress is being made.

CORRESPONDENCE

A. Letter from Recovery, Inc.

A letter was received from an organization called Recovery, Inc. and one of their books- "Mental Health Through Will Training" was donated to the library along with some pamphlets. This is an organization of people who have been sick mentally and cured. Mrs. Staub moved that a letter be written to Recover, Inc. thanking them for the book and that a copy of our book policy be enclosed. Also, Recovery, Inc. is to be informed that their address card will be filed with the reference librarian where the public can refer to it. The motion was seconded by Mrs. Kendree and passed.

NEW BUSINESS

A. California Library Network Master Plan

The City Librarian said he believes there is going to be lots of discussion of the so-called Master Plan and the proposed statewide network of systems. If it is effected, its goal will be to bring every public library in the state into the network. Thus, a patron of one library could have the services of every library in a state-wide system. The Chair directed that a letter be written to Stephen Moses to get copies of missing reports for the Board.

B. Peninsula Library Association Program

The City Librarian gave the Board a schedule of PLA's meetings for 1973. Also, the Chair asked Mr. Chandler to get budget reports for everyone on Board.

The Chair directed that the next Commission meeting will be held at the Westlake Library.

REPORTS

The statistical reports were distributed.

There being no further business, the meeting adjourned at 10:10.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 10, 1973

ROLL CALL

Present: Gertrude Kendree, Sarah Kelechava, Helen Staub, City Librarian

Excused: Ana Horta, Richard Silver

MINUTES: The minutes of the meeting of December 13 were deferred until the February meeting when more board members would be present.

OLD BUSINESS

A. Budget Reports

Copies of the budget reports for October and December were distributed.

B. Bayshore Library

The City Librarian presented a book of color chips and asked the board to select a color for the walls of the Bayshore Library. The matter was discussed and tabled. The Board directed the City Librarian to obtain a wider variety of colored chips and to ask the chairman of the Board to schedule another meeting for the selection of colors and other matters pertaining to the Bayshore Library.

NEW BUSINESS

It was reported that the Friends of the Daly City Library have engaged in activities that have gotten publicity for the library as well as to the Friend's group. One of these activities was the appearance on a TV show. Another activity was the institution of night time book reviews.

REPORTS

Reports were distributed and discussion of the Catalogue Librarian's report and the Reader's Service Report was deferred until the February meeting.

The meeting adjourned until another session could be called by the Chairman of the Board.

Samuel C. Chandler

S. C. CHANDLER

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 16, 1973

SPECIAL MEETING

ROLL CALL

Present: Richard Silver, Sarah Kelechava, Gertrude Kendree, City Librarian

Excused: Helen Staub, Ana Horta

OLD BUSINESS

The Chairman announced this meeting was called to continue the discussion of colors for the Bayshore Library.

Color chips from several companies were shown along with the colors of the floor, audio ceiling and the stacks that will be moved from the present Bayshore Library. After some consideration, members of the board stated a preference for the color of the walls and also stated a second choice.

The City Librarian said the Maintenance Department suggested painting the outside of the building a lighter shade of the existing color. The members of the Board agreed with this suggestion and directed the City Librarian to ask the members of the board who were excused for their preference.

After some discussion, it was decided that the lot adjacent to the new building should be turned into a patio for outside reading.

The Chair directed the City Librarian to present a floor plan to the purchasing Electric and Maintenance Department of the City inasmuch as they requested it and to bring this floor plan to the February Board Meeting.

There being no further business, the meeting was adjourned.

Samuel C Chandler

S. C. Chandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 14, 1973

ROLL CALL

Present: Richard Silver, Helen Staub, Ana Horta, City Librarian Sarah Kelechava

Excused: Gertrude Kendree

Minutes: The Minutes of the adjourned meeting of January 10th were corrected to show that Mrs. Staub was present at this meeting.

Mr. Silver welcomed visitors and introduced them to the Board Members.

OLD BUSINESS

A. Bayshore Library

Furniture - The floor plans of the new library were shown by the City Librarian to the Board. Mr. Chandler said he asked furniture vendors to suggest types and styles of furniture for the Bayshore Library. From these suggestions, he had secured pictures and colors for consideration. The City Librarian said that all color schemes will have to be decided by mid May.

The Chair observed that Daly City vendors should be given an opportunity to bid on furniture, and directed the City Librarian to convey to the City Purchasing Department the board's desire in this matter, and report to the next meeting.

Mrs. Horta moved and Mrs. Kelechava seconded that the matter be held over in order to gain more time to canvass Daly City furniture companies. The motion carried.

Lighting - In the matter of lighting for the Bayshore Library - no Daly City firms had been contacted. Mr. Silver recommended that this be done. All the board members agreed that this should be the general policy for all purchases. The City Librarian's proposal that was presented for the lighting was approved.

Patio - Two alternatives for the land behind the new Bayshore Library were made - either a parking lot or a patio. All agreed that the parking lot would be the best, but this depends on whether or not an easement is obtained. Mr. Silver suggested that discussion of this matter be held off until information on the easement is received. The new Bayshore Library will be opened for dedication on July 1st.

B. Serramonte Library

The City Librarian reported that he conferred with the Daly City engineers and they are working on the specifications for the building. Every item is subject to the approval of the Commission so that no contractor can make any arbitrary decision. Mrs. Horta mentioned that there should be no loose stacks because of earthquake damage.

CORRESPONDENCE

The City Librarian read a letter from Mary Louise Stong, Chairman to save libraries for CLA. Mrs. Mike Stratton was appointed to be Mrs. Stong's local contact in the keep local libraries alive movement.

A letter from WICHE was read regarding the subscription to "Leeds." The chair directed that the library subscribe to one copy and another copy be ordered for the board. The cost is $7.00 for the first subscription and $2.00 for the second one.

NEW BUSINESS

The Board memberships were renewed.

Spanish newspapers have been ordered but have not come in yet. There will be a note in the Daly City water bills to the public telling the people what the library has subscribed to and inviting them to come and read these newspapers. The notes on the water bills will be written in Spanish on one side and in English on the other.

Comments were also made regarding black news for libraries. The City Librarian reported that the library already had three magazines for blacks. Subscriptions to three black newspapers were suggested. These three black newspapers are:

The Post - San Francisco
Peninsula Bulletin- Palo Alto
One from East Bay - Albany

The Chair asked for questions and comments from the audience. Some questions about the function of the Library Board were asked and answered.

REPORTS

The statistical reports were distributed.

S. C. Chandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 14, 1973

ROLL CALL

Present: Richard Silver, Gertrude Kendree, Ana Horta, Sarah Kelechava, City Librarian, Sheila Cavanor

Excused: Helen Staub

Minutes: The minutes of the meeting of February 14 stand approved.

OLD BUSINESS

A. Bayshore Library

The Bayshore Library is being painted. The City Librarian said he had shown color chips to the members of the library staff and they had worked out a color scheme which the librarian showed to the members of the board. After the members of the board had expressed their satisfaction with the color scheme, the chair directed that the furniture be ordered accordingly.

The Chair asked if a notice about the new location of the Bayshore library could be sent in the water bills that are sent to the Bayshore residents.

B. Serramonte Library

The City Librarian has asked for 16,128 square feet for the Serramonte Library. Then the City Librarian discussed some of the building problems relating to the library.

CORRESPONDENCE

A letter from the Redwood City Public Library thanks the Daly City Public library for assisting them with their patrons during a recent strike by mailing books to them for their patrons.

The City Librarian also read a letter from San Mateo County Historical Association. This letter informed the City Librarian that there will be a Mini-Conference of California Historical Societies in Santa Clara County on March 17th at 2 o'clock. The City Librarian said he would attend and invited the commission to go also.

NEW BUSINESS

A. PLS Audit

The City Librarian wrote a letter to Mrs. Ruth T. Kierstead, Library Consultant Coordinator in Sacramento about the auditors report regarding PLA funds. Mr. Massen of the Finance Department is going to call or write Ms. Kierstead regarding this matter.

B. PLS Grants

PLS grants that were renewed were - the Reference Grant, the Spanish Grant and a nine month extension of the Outreach Program. Budgets have been mailed to the state so these grants can proceed with no break.

C. Historical Pictures

There is a group that wants to borrow historical pictures from the library. These pictures are copies of prints with the original copies belonging to someone else. The City Librarian said the city attorney's office believes such material should not circulate and suggests the library board adopt a policy so stating. The Chair directed the matter be tabled to allow time for further study.

Reports

A. The Readers Service Librarian Report

Ms. Sheila Cavanor, the Readers Service Librarian was asked to make a report of her division of the library. Ms. Cavanor said her job involves filling the public's wants and needs. It requires that she keep abreast with the reviews of books being published. It also involves making lists of books on special subjects. One of the most popular annotations Sheila wrote up was called "Fascinating Felines."

At this time Ms. Cavanor is working on several lists including some for Black Americans for people who are from Spanish Speaking countries. Reference work is under Ms. Cavanor's direction. This includes book and subject requests which sometimes involves a search. In the event the book or information is not found in our library, the library may try to obtain that information by sending a TWX message to other libraries. Ms. Cavanor said that the PLS TWX machine has greatly facilitated interlibrary loans.

Ms. Cavanor was asked what material in her estimation was needed most in the Daly City library. She said she thought we needed more business reference tools.

The subject came up about informing the business public as to the material we do have. The City Librarian stated that a news article in one of the local papers would be the best way.

Budget Reports

Copies of the budget report were handed out to the members of the Board. Also copies of the circulation statistical reports were distributed.

There being no further business, the meeting adjourned at 9:40 P.M.

Samuel C Chandler

S.C. Chandler
City Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 12, 1973

Present: Ana Horta, Helen Staub, Richard Silver, Sarah Kelechava
Sam Chandler

Excused: Gertrude Kendree

Minutes: The minutes of the meeting of March 14th were approved.

OLD BUSINESS

A. Serramonte Library

The Engineering Department is now writing specifications for the Serramonte Library. Mr. Chandler brought the engineer's drawings to the meeting for the Library Board to discuss.

B. Black Newspapers

Peninsula Bulletin is a publication for black people. A subscription will go to J.D. Daly. Mr. Silver suggested that this publication should also go to all three libraries.

C. Budget Reports

Mr. Chandler handed out the budget reports, showing expenses to end of month of February.

D. Revenue Sharing

Mr. Silver will present the Library Board's request for Revenue Sharing Funds for $50,000 for books for the Serramonte and Bayshore Libraries, $8,000 for summer employees. The hearing is scheduled for April 16, 1973.

CORRESPONDENCE

A. Letter from William Nemoyten

A letter from Wm. Nemoyten, Executive Director of San Mateo Art Council asks the Board to suggest names of some prominent local citizens to represent Daly City. Mr. Chandler checked with the city manager who suggested Don Fleming. Robert Kearney's name was also suggested.

B. Letter from Mrs. Thelma Olsen

A letter from Thelma Olsen of Anaheim, California asks members of the Daly City Board to sign a form asking CLA to form an organization of Trustees within CLA. The members of the Board signed the petition.

Daly City Library Commission
Minutes of the Regular Meeting of
April 12, 1973

CORRESPONDENCE

C. A letter from Robert Wedgeworth

A letter from Robert Wedgeworth, ALA outlined a campaign called "Dimming the Lights on Public's Right to Know." This plan is to be a protest against the lack of funds in the federal budget for the fiscal year 1974. Further information will be forthcoming.

NEW BUSINESS

A. The Friends of the Library Book Fair

The Friends of the Library Book Fair will be held on May 11th and 12th.

B. The Friends of the Library General Meeting

The Friends of the Library's General meeting will be held on May 24th and they will have a program called Spanish Heritage. Ms. Studemeister will have a spot on the program. This program will be held at the Westlake Clubhouse. The Friends are making book marks in the form of an Aztec calendar to advertise the program.

The Director of the Spanish program plan to purchase 300 book titles and 50 records. They have ordered a Chevrolet Van to serve as a bookmobile to Spanish speaking people. There will be a puppet show in Daly City during May telling about Mayon and Aztec legends.

Gloria Rodriguez has been hired as the North County coordinator. She will be working directly with the Daly City staff.

Mr. Robert Brown of Serra 6 is exploring the possibility of a coloring contest to advertise the movie "Charlotte's Web" and would like to do this in conjunction with public libraries. Public library would be responsible for handing out color sheets and collecting them. The Board directed that the library not get involved in this advertising campaign.

REPORTS

The Statistical reports were handed out.

The meeting was adjourned at 9:25.

Samuel C. Chandler

Samuel C. Chandler
City Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 9, 1973

Present: Mrs. Vinton Stratton, Sam Chandler, Gertrude Kendree, Richard Silver, Helen Staub, Ana Horta, Sarah Kelechava

Minutes: The minutes of the meeting of April 11, 1973 were approved as written.

OLD BUSINESS

A. Serramonte Library

Specifications are being prepared by the Engineering Department. It is hoped that the plans and specifications can be presented to the Council on May 21st.

B. Friends of Library Book Sale Display

The book sale is scheduled for Friday, May 11th and Saturday May 12th. There are more books this year than last because of a donation of good books from Bill Bartel, formerly of Doubleday. There will be records and music as well as books for sale.

C. Friends of the Library - Spanish Heritage - May 24th.

The annual meeting of the Friends of the Library will be a tribute to Spanish Heritage. Margarita Studemeister, PLS librarian will speak. There will be a puppet show in Spanish and dancers and musicians. This meeting will be held at the Westlake Clubhouse, May 24 at 8 P.M.

D. Revenue Sharing

On May 21st, the council will meet to approve or modify the City Manager's recommendations of revenue sharing funds.

NEW BUSINESS

A. Report of the CIL and CLA Government Relations Committee

Two years ago there was a conference of library systems. Out of it a Congress of Library Systems was formed. By-laws have now been drawn up. One of the first projects of the Congress is to ask for legislation for $200,000 to conduct a study of the development of Public Library service in California. This is in keeping with the governor's request for a new statement of public library and system development.

NEW BUSINESS

B. Report of KLA (Keep Libraries Alive Project)

Mrs. Stratton who is KLA's contact in Daly City gave a report to the Board on the purpose of KLA. She passed out a pamphlet on "Keeping Libraries Alive." Mrs. Stratton said this was a fact-finding citizen's group to help lobby for libraries in California. Mrs. Stratton said McRobert Stewart and Gordon Cartright would help the group. Another name suggested was Bill Schumacher. Ed Cavallini also was mentioned since Mr. Cavallini represents the library and would also act as liaison man. Mrs. Stratton will give a periodic report to the board from time to time.

C. ALA Conference

The next meeting of ALA will be held in Las Vegas on June 24 - 30. The chair asked if any members of the Board planned to attend. The matter was referred to the next meeting.

D. Historical Pictures

The City Librarian announced that on May 9, 10, 11 and 12 the library was displaying historical pictures in the banks in the Westlake Mall.

REPORTS

The statistical reports were distributed.

There being no further business, the meeting was adjourned at 9 P.M.

Samuel C. Chandler

SAM C. CHANDLER

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 13, 1973

Present: Sam Chandler, Gertrude Kendree, Richard Silver, Helen Staub, Ana Horta, Sarah Kelechava, Juliana Cheng

Minutes: The minutes of the meeting of May 9, 1973 were approved as written

OLD BUSINESS

A. Bayshore Library

The City Librarian said that the shelves for the Bayshore Library will be delivered on June 26th. All othe other furniture except 12 chairs and a window seat has arrived.

Moving the Bayshore Library will require a transfer of 5,000 books. About 2,500 of these books will need catalog cards and the rest need station cards. This will have to be done before the library can be opened to the public.

The Board discussed the hours in which the Bayshore Library should be opened. It was suggested that these be Monday and Wednesday, 12-8, Tuesday, Thursday and Friday, 12-6, Saturday 12-5. The Board suggested that the staff take a poll to determine the hours best suited to the community of Bayshore.

B. Dedication of Bayshore Library

The Board directed the City Librarian to meet with the City Manager and President of the Friends of the Library to determine the best date for dedicating the Bayshore Library.

C. Serramonte Library

The Planning Commission studied the plans for the new Serramonte Library and gave the project a negative environmental rating. This means there is no ecological reason for not constructing the building. Discussion of the approval of the plans is on the agenda for the June 25th City Council meeting.

D. Revenue Sharing

The Library Department has asked for $30,000 from the second increment. of Revenue Sharing. If this money is granted, it will be used for audio visual equipment and materials to serve the blind and to continue the Outreach Program after LSCA funds are exhausted.

CORRESPONDENCE

A letter from the Congress of California Historical Society invited members of the Board to attend a conference on June 20 to June 22nd. Mrs. Kelechava and Mrs. Staub agreed to attend the meeting.

Daly City Library Commission
Minutes of the Regular Meeting
June 13, 1973

NEW BUSINESS

The Budget 1973-74 has been presented to the City Council for their study. Because of Senate Bill 90, $30,000 has been cut from the book budget.

Reports

The statistical reports were distributed.

There being no further business, the meeting adjourned at 9:30 P.M.

Sam C. Chandler

SCC

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 11, 1973

Present: Helen Staub, Gertrude Kendree, Sarah Kelechava, Richard Silver

Excused: Ana Horta

City Librarian - Samuel C. Chandler

Minutes: The correction of the minutes of 6/13/73 was tabled until the August meeting

I. OLD BUSINESS

A. Election of Officers

Richard Silver was nominated for President of the Library Commission by Mrs. Kendree. It was seconded by Mrs. Kelechava. A vote indicated Mr. Silver was elected unanimously. Mrs. Ana Horta was nominated for Vice President by Mrs. Staub. It was seconded by Mrs. Kendree. A vote by the Board members indicated Mrs. Horta was elected vice-president,

B. Mrs. Staub's Resignation

The Chair read a letter from Helen Staub indicating that she was resigning from the library board since she was appointed to the Personnel Board. The Chair directed that a letter commending Mrs. Staub be drafted and signed by the members of the Library Board.

C. Bayshore Library

Mrs. Kelechava moved and Mrs. Kendree seconded that September 8 or 9 be suggested to the City Manager and City Council for the dedication of the Bayshore library Mr. Silver asked what publicity was being prepared for the dedication. Mr. Chandler said articles and pictures were being prepared for the Daly City Post, Daly City Record, and San Francisco Progress. He reported that the City Manager's office has suggested other avenues of publicity be used. Therefore these are being prepared.

D. Serramonte Library

City Librarian said that construction bids are expected on August 14th. He showed the board copies of specification and contract documents that have been drawn up for contractors.

Daly City Library Commission
Minutes of the Regular Meeting
July 11, 1973

E. Budget

Mr. Chandler reported that the 1973-74 budget has not yet been published. He said that the library board members were on the list for mailing copies of this budget.

II. CORRESPONDENCE

A letter from M.L. Stong, state chairman of KLA commended the Daly City chairman, Mrs. Stratton and noted that Daly City is well organized. The chair directed that a letter of appreciation be sent to Mrs. Stratton.

III. NEW BUSINESS

Employees

The chair directed that a roster of the employees of the public library be presented to the Board members at the August meeting.

Revenue Sharing

City Librarian reported that Revenue Sharing funds for books and library materials were being held until after a construction contract for the Serramonte Library is awarded. Meanwhile the staff is preparing a list of materials to be purchased for both Serramonte and Bayshore.

IV. Reports

Statistical reports for July 1973 were distributed and noted.

V. Meeting adjourned at 9:45

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 12, 1973

Present: Ana Horta, Gertrude Kendree, Sarah Kelechava, Richard Silver
City Librarian - Samuel C. Chandler

Minutes: The June Minutes were approved. The July minutes and September minutes will be approved at the October meeting.

OLD BUSINESS

A. Bayshore Library Dedication

The City Librarian reported that invitations to the September 15th dedication have been mailed and notice has appeared in the newspaper.

B. Serramonte Library

The contract for building the Serramonte Library was awarded to the Westco Company. The specifications give the contractor 30 working days to get the drawings ready. One-hundred and 60 days to construct the building was written in the contract. However, the contract recognizes the possibility of rain delaying the building. The City Manager suggests a ground-breaking service be held on November 1st at 11 A.M. The Board directed that the library staff be invited.

C. Revenue Sharing

The City Librarian proposed that not less than $60,000 for books and materials be requested from the next increment of Revenue Sharing Funds. The Board concurred.

D. History of Daly City

The book "Gateways to the Peninsula" by City Librarian, Samuel C. Chandler is now being printed. Fifteen-hundred copies are being issued. Of these 100 will be in special leather covers and will be used in the BARC celebration. The Chair recommended that some of these books be distributed to the schools.

IV. CORRESPONDENCE

A letter from State Librarian was read. A letter from Senator Gregorio was read. The Chair moved that a telegram be sent to the governor in support of SB 121. Sarah Kelechava seconded the motion. The motion passed.

Daly City Library Commission
Minutes of the Regular Meeting
September 12, 1973

NEW BUSINESS

A. Spanish Language Periodical

The City Librarian handed the Board a list of Spanish Language Periodicals that are being purchased with LSCA funds for the Daly City Public Library. These will come to Westlake and be distributed to the three libraries.

The problem of publicizing the Spanish material was discussed. Some of the ways to publicize this collection was through the schools, the churches and Guadalupe Clinc.

The Chairman directed that the next Commission meeting start at 7:30 P.M. instead of 8:00 P.M.

Statistical reports were distributed.

There being no further business, the meeting adjourned at 9:35.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 10, 1973

ROLL CALL

Present: Gertrude Kendree, Richard Silver, Marsha Snyder (student)
Ana Horta, Sarah Kelechava

City Librarian - Samuel Chandler

OLD BUSINESS

A. Serramonte Library Furniture

The proposed floor plans for the Serramonte Library were placed before the Board by the City Librarian and discussed. Pending the city librarian's further meetings with the architect and the contractor, the matter was held over until the next meeting.

Groundbreaking for the library has been postponed until November 15th. The reason for the postponment was because of the BART celebration which is scheduled on November 3, 1973.

Spanish Program

The Spanish program of the Peninsula Library System has purchased a bus and remodeled it to become a bookmobile. The bus will be equipped with inexpensive type books. Margarita wants to be able to issue library cards from the bus.

NEW BUSINESS

The Library in S.S.F. has developed a publication of business information for business men in the community. It is a list of things that might help business men in the community. It can be bought in bulk and mailed out to business men.

A motion was made that this publication be sent to Pete Markovitz of the Daly City Chamber of Commerce for discussion and advise.

CORRESPONDENCE

A request for $70,000 of Revenue Sharing Funds for books was discussed. The Chair directed that a letter making the request be sent to the City Manager.

CORRESPONDENCE

Letters were written to Mrs. Tierney, Mrs. Stratton and Mr. N. Smith thanking them for their contributions to the dedication of the Bayshore Library.

REPORTS

Statistical reports were distributed. It was noted that the Bayshore Library circulation increased at a high rate.

There being no further business, the meeting was adjourned at 10 P.M.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 14, 1973

Roll Call

Present: Gertrude Kendree, Ana Horta, Sarah Kelechava, Verna Teglia, Dave Macabee
Mr. Sam Chandler, City Librarian

Minutes

The minutes of the October meeting were approved as recorded.

OLD BUSINESS

The library commission meetings will start at 7:30 instead of 8 PM. from now on.

The next meeting of the Library Commission of December 12 will be cancelled because the Board members were asked to attend a meeting called by the City Council. In case of an emergency nature, a special meeting will be called.

Serramonte Library - Inside color scheme

Mr. Chandler and Dave Macabee discussed the color scheme of walls, floors and furniture to be used in the new Serramonte Library. The City Librarian had samples of rug colors, wood paneling, wall color, etc.

1973-1974 Budget

Copies of the 1973-74 Budget were passed out to the Council members.

CLA Conference

The City Librarian will register all members of the board for CLA Conference. A copy of the CLA program for CLA will be sent to Verna Teglia.

NEW BUSINESS

The groundbreaking for the Serramonte Library will be held on November 20 at 11 A.M. The groundbreaking program was to be planned by City Librarian, Rick Silver and Ann Dissing.

There being no further business, the meeting was adjourned at 9:30 P.M.

Marie L. Cappa
Marie Cappa
Recording Secretary

1974

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 9, 1974

Present: Rick Silver, Ana Horta, Dave Macabee, Verna Teglia, Sarah Kelecheva, Gertrude Kendree, Ed Cavallini, Mrs. Stratton

Also: Mr. Chandler, City Librarian

Minutes: The minutes of the meeting of November 14 stand approved as written

OLD BUSINESS

A. Report on Serramonte Library Construction

The City Librarian and Dave Macabee discussed the plans of the Serramonte Library with the library commission.

B. Books in locked cases

A list of the books kept behind the desk and in locked cases was distributed to the Library Board.

KLA Report

Mrs. Stratton gave a report on KLA; its beginning and its function. The chair directed that a letter be drafted for the board's approval to send to KLA thanking them for their efforts on behalf of the library.

NEW BUSINESS

Selection of Audio Visual Equipment

Ed Cavallini, Public Service Librarian, gave a demonstration of the audio visual equipment that is being utilized. Some of this equipment includes large type periodicals, large type books, cassettes and record players. The publication of the availability of this equipment was discussed. It was recommended that publicizing of this equipment could be made on radio. Mr. Cavallini introduced a draft of a newsletter in Spanish and English to publicize the audio-visual equipment and program.

Grants

The City Librarian talked about government grants. Applications for renewal of the Reference Grants, The Outreach and the Spanish Grants will be renewed.

Outreach Program

Mr. Cavallini said the Book Power Bus was on a new daylite schedule.

Reports

The statistical reports were distributed. Bayshore library circulation has increased.

There being no further business, the meeting adjourned at 9:55.

Marie Cappa
Recording Secretary

Daly City Library Commission
Minutes of Meeting
February 13, 1974

CORRESPONDENCE

C. Letter from KLA Program

A letter from KLA thanked Mrs. Stratton for her work in this organization.

NEW BUSINESS

Budget- 1974-75

Mr. Chandler said the position schedule and equipment positions of the 1974-75 budget are due February 25th. With this in mind the Board discussed both personnel and equipment needs and advised the City Librarian regarding the requests that should be made.

Joint Exercise of Powers Agreement

The Amendment to the Joint Exercise of Powers Agreement upon which the PLS operates has passed the Daly City Council and has been sent to Redwood City for the action of that jurisdiction.

Death of Mrs. Kelechava's Husband

Speaking for the Board of Trustees, the Chair expressed its regret over the death of Frank Kelechava, husband of Mrs. Sarah Kelechava, member of the Board. A book will be added to the library in memory of Mr. Kelechava.

The meeting adjourned at 9:50.

Marie Cappa
Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 13, 1974

Present: Gertrude Kendree, Verna Teglia, Ana Horta

Also: Samuel Chandler, City Librarian

Excused: Sarah Kelechava, Rick Silver

Minutes: The minutes of the meeting of 1-24-74 stand approved as written

OLD BUSINESS

A. Furniture for Serramonte Library

The City Librarian reported that the furniture for the Serramonte Library will be purchased as soon as possible and stored in the basement of the Civic Center until the new library is ready.

B. Audio Visual Equipment for Serramonte Library

Bob Kearney has been pricing audio visual equipment and will recommend items for purchase.

LSCA Applications

Application for renewals of old grants and for new grants must be filed by March 1st and April 1st respectively. The new applications are for:

1. Extension of Library Service through cable television Community information network - Not all cities have access to cable vision

2. Computer Information On Line Resource. This will give PLS an on line computer hook-up with Stanford University and will provide information about civic and social services and sources within the Bay Area.

CORRESPONDENCE

A. Letter from Mrs. Bernardine Minner

The City Librarian read a letter from Mrs. Bernardine Minner thanking Mrs. Stratton for her work as a volunteer in the Library Outreach Program.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 13, 1974

ROLL CALL

Present: Richard Silver, Gertrude Kendree, Verna Teglia
Sarah Kelechava
Sam Chandler, City Librarian

Excused: Ana Horta

OLD BUSINESS

Correction of Minutes

Delete last sentence under Audio Visual Equipment for Serramonte Library.

A. Report on Revenue Sharing Funds

Mr. Chandler passed out a report of funds spent dated July 1, 1973 through March 11, 1974 including Revenue Sharing Account and Account #4215. This report included expenses of new positions and library materials.

Letter from State Librarian

Mr. Chandler read a letter from the State Librarian Ms. Crockett regarding a study of libraries. This study will be something that will give some criteria for literature for the state. The PLS system will be studied.

Also included in the letter from Ms. Crockett was the subject of the Robert Frost Centennial. The Board agreed that the library would put up a special exhibit commemorating the 100th anniversary of Robert Frost.

NEW BUSINESS

1974-75 Budget

Mr. Chandler discussed the new budget for 1974-75.

Included in this budget are new positions for the Daly City libraries, new equipment, capital outlay and the Operating Budget.

Lions Club of Daly City

Lions Club of Daly City wrote a letter to the Lions Club of Hong Kong. The Lions will give $1,000 to the Daly City Library in honor of Hong Kong Lions.

NEW BUSINESS

On April 18th there will be an afternoon tea at the John D. Daly Library, 6351 Mission Street for the Filipino-American community. All are invited.

There being no further business, the meeting adjourned at 9 P.M.

Marie L. Cappa

Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 17, 1974

ROLL CALL

Present: Richard Silver, Verna Teglia, Ana Horta, Gertrude Kendree, Sarah Kelechava
City Librarian, Mr. Samuel Chandler

Minutes:

The minutes of the March meeting were not received. March and April minutes will be approved at the next meeting.

OLD BUSINESS

A. Construction of Serramonte Library

Mr. Chandler said that some councilmen had suggested that a quotation be placed on the south side of the Serramonte Library. With this in mind he distributed a page of quotations and suggested that the members of the Board study them.

The Chair observed that no letters should be ordered until the building has been finished and the need of a quotation is determined.

CORRESPONDENCE

A. Letter from the San Francisco Foundation

A letter from the state librarian indicated that a study of public library and system development in California will begin soon. The study will be made by Peat, Marwick, Mitchell & Company of Los Angeles. The final report of this study will be published in January 1975.

B. Letter from Margarita Vela

A letter from Mrs. Vela announced that the first quarter payment from the San Francisco Foundation has been received. It will place the Spanish language films in the Daly City and the Redwood City Public libraries. Another letter announced that Mrs. Vela is resigning to move to Mexico City. The Board expressed its regret. If LSCA funds for the Spanish Language Project are renewed, a new director will be hired.

CORRESPONDENCE

A letter from Ethel Crockett, State Librarian stated that the National Commission in Library Science drafted a white paper calling for government funds to co-ordinate the information that may be found in libraries. Ms. Crockett was asked to reply to the white paper for California. Her reply will be conditioned on information she received as to the reaction of librarians and library board members in California. Mr. Chandler has communicated to her the reaction of the Board of the Peninsula Library System.

NEW BUSINESS

The Chair agreed that minutes and the agenda should be sent one week before each meeting. The meetings will be held on the third Wednesday of the month at 7:30.

REPORTS

Statistical reports were distributed. The Bayshore library circulation has gone up, it was noted.

There being no further business, the meeting was adjourned.

Marie Cappa

MARIE CAPPA
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 15, 1974

ROLL CALL

Present: Richard Silver, Gertrude Kendree, Verna Teglia, Sarah Kelechava, Ana Horta, Sam Chandler

Minutes: The minutes of the March and April meeting were approved.

OLD BUSINESS

A. Construction of Serramonte Library

The contract for the building of the Serramonte Library calls for finishing the building in December 1974 and thus ready for occupancy in the first part of 1975.

B. Public Library Survey

Peat, Marwick and Mitchell has been hired to make a survey of public libraries for the State of California. This company has hired former state librarians from New York and Michigan to be their consultants. The study will be divided into two parts:

1. General
2. Financial

The Daly City Public Library has already been surveyed for information regarding the first part of the survey. Some of the questions from the survey were distributed to the library commission.

C. Report of Friends of the Library Activities

The Philippine cultural evening which will be held May 22 at 7 P.M. at the new Westlake Park Clubhouse will consist of songs, dances, and a documentary film of the Philippines and refreshments.

Friends of the Library will sponser an open house at the Bayshore Branch on the day before the Philippine night.

CORRESPONDENCE

A. A letter from Edward C. Rivera, Marketing Director regarding the Health Fair held at the Guadalupe Health Center on April 20th was received. Mr. Rivera stated that the Fair was well attended by the residents of the community and it was a success. The Book Power bus and Spanish Bus were there.

CORRESPONDENCE

B. Letter from the Conference of California Historical Society

Mrs. McCumber of the Conference of California Historical Society sent a letter to the City Librarian, Mr. Chandler informing him that he won an award for his significant contribution to California history. This award will be presented to Mr. Chandler on June 21st at San Fernando.

The Board agreed that a letter should be written to Mr. Merrill of the Historical Society thanking him for supporting Daly City activities.

NEW BUSINESS

Revenue Sharing- 5th Entitlement

The City Librarian suggested that three requests for Revenue Sharing be submitted:

1. $16,000 for temporary help
2. $6,000 for a van for the library
3. $30,000 for 5th entitlement

The Chair expressed the Board's approval of the requests.

Changes in Personnel Rules and Recommendations

Department Heads are to be allowed to take part in open oral exams and also they may be a scoring member. But in promotional exams the department head or a representative may brief the oral board and may sit in the interviews as an observer but not as a member of the board.

Because the Serramonte books are stored in the basement, the Westlake Library does not meet Fire Code regulations. Mr. Zidich is looking for a rental space for the storage of books and other supplies for the new library.

There being no further business, the meeting was adjourned.

Marie Cappa
Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 19, 1974

ROLL CALL

Present: Samuel Chandler, Richard Silver, Verna Teglia, Ana Horta, Sarah Kelechava, Marie Cappa, Recording Secretary

Excused: Gertrude Kendree

OLD BUSINESS

A. Revenue Sharing

City Librarian, Mr. Chandler reported on the Revenue Sharing budget and the allocation of funds.

CORRESPONDENCE

Correspondence was read and considered as follows:

A letter from Mrs. Stratton, head of KLA in Daly City reported the status of library legislation.

A letter from Virginia Tierney thanked the board for its cooperation during her term as president of the Friends of the Library.

A letter from the City Clerk requested that Mr. Silver sign the document announcing his re-appointment to the Board of Trustees.

A letter from the City Council invited Board Members to attend the dedication of Gellert Park on June 29, 1974 at 11 A.M. was read.

NEW BUSINESS

Summer Program of Libraries

A program for the summer involves a Rap Club for older children and a story hour for younger children. They are to be scheduled every week during the summer.

John D. Daly Library will have a story hour with arts and crafts for ages 5 through 10 every Wednesday 10:30 to 11:30 and also a reading club for ages 7 through 8.

Bayshore Library wants an Art and craft program with personnel from the Recreation Department coming in to help. Ms. Ching plans a reading club and a film program.

Ruth Kalb of Westlake Estates requested permission to use the library in Westlake for a reading club. The chair directed the City Librarian to inform her that the Board has a policy and expects it to be followed. The Board does not want the Coral Room tied up during the afternoon.

A book called "The Book" in memory of Mrs. Kelechava's husband has been added to the library collection. This book will be at the Serramonte Library.

REPORTS

The Chair directed that a letter be sent to Congressman Leo Ryan stating that the Board believes that the White House Conference in 1976 should be funded.

The statistical reports were distributed.

There being no further business, the meeting was adjourned.

Marie Cappa
Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 17, 1974

ROLL CALL

Present: Richard Silver, Sam Chandler, John Sullivan, Sarah Kelechava, Gertrude Kendree, Ana Horta

Excused: Verna Teglia

Minutes:

The minutes of the meeting of June 19, 1974 were approved as written.

OLD BUSINESS

A. Books and Materials Budget, 1974-75

The City Librarian distributed copies of a breakdown of the books and materials budget which equals $40,000 of Revenue Sharing funds and $5,000 from the regular budget.

B. Introduction of John Sullivan

Mr. John Sullivan who will head the Outreach Department was introduced to the Library Commission. Mr. Sullivan will also work with the Spanish program.

CORRESPONDENCE

A. The monthly letter from the State Librarian's desk was read and discussed. The chair asked that it be filed for future reference.

NEW BUSINESS

Election of Officers

Mrs. Kendree nominated Ana Horta to be Chairman of the Board. It was seconded by Sarah Kelechava. Passed unanimously.

Gertrude Kendree was nominated by Mrs. Kelechava to be vice-chairman of the Board. Seconded by Mr. Silver. Passed unanimously.

San Mateo County Fair

The San Mateo County Historical Society will have a booth at the San Mateo County Fair which will be turned over to Daly City Public Library during Daly City Day . After some discussion the Board recommended that some Daly City History pictures be exhibited and copies of the Daly City history book be made available.

Board Policies

Gertrude Kendree moved that the Board policies be reviewed and updated. Mr. Silver seconded the motion.

The Chair directed that one half hour of subsequent meeting be devoted to reviewing a given policy. The Book Selection Policy will be the first to be reviewed.

Special Books

Mr. Silver asked that a list be prepared for him of the magazines and books the library subscribes to for black, Spanish and other ethnic groups.

KLA

The City Librarian stated that City Councilman William Schumacher warned that contributions to KLA are not deductible and that this is not an exempt organization. Therefore the City Librarian contacted the Executive Secretary of the California Library Association who said that steps shall be taken to see that the functions of KLA are observed.

Reports

The statistical reports were distributed.
It was suggested that a gavel be requisitioned for the Board meetings.

There being no further business, the meeting was adjourned.

Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 21, 1974

ROLL CALL

Richard Silver, Samuel Chandler, Sarah Kelechava, Gertrude Kendree, Ana Horta, Verna Teglia

MINUTES

The minutes of the meeting of July 17, 1974 were approved as written. The agenda in the future is to show Roll Call and Minutes as the first category of business.

OLD BUSINESS

The Book Selection Policy

Mr. Chandler, the City Librarian read the Book Selection Policy as revised July 1971. He outlined the book selection procedures by the Book Selection Committee which meets each month to evaluate reviews of books as guided by this policy. In response to questions, Mr. Chandler said that all the professional librarians on the staff are members of this Book Selection Committee. Mrs. Horta moved, Mrs. Teglia seconded that the second to last paragraph be corrected to read as follows:

"Censorship of books and other material urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish co-ercive concepts may be challenged by the library authorities in maintenance of their responsibility to provide public information and enlightenment through the printed word."

The chair directed that the word must be changed to may as in the above paragraph.

The chair asked for a review of the Branch Standards Policy at the next meeting.

Listing of Books Kept Behind the Desk

The listing of books kept behind the desk was distributed. The City Librarian stated that the reason for keeping most of these books behind the desk is to protect them from robbery or mutilation.

Listing of Subscriptions and Books

The listing of subscriptions and books for ethnic groups that the library subscribes to was distributed to members. The City Librarian said that most of the Spanish publications were housed at the John D. Daly Library since the majority of patrons in that area are Spanish. Most of the black literature is kept at the Westlake Library.

CORRESPONDENCE

1. Letter from Juliana Cheng

A letter from Juliana Cheng was read regarding a party for the children enrolled in the summer reading program at Bayshore. The City Librarian invited the Board members to attend.

2. Letter from State Librarian

The City Librarian read a letter from the State Library regarding the state budget for library systems.

NEW BUSINESS

1. Report on participation in Youth Committee In Action Fair was read and noted. A letter from Our Lady of Guadulupe Health Center sent thanks for the library's cooperation in the Health Fair. Mrs. Horta recommended that the library get more publicity in newspapers regarding Spanish programs and overall library activities.

REPORTS

The statistical reports were distributed.

There being no further business, the meeting was adjourned.

Marie Cappa
MARIE CAPPA
Recording Secretary

BOARD OF TRUSTEES
September 18, 1974

Because of a lack of a quorum the meeting for September 19, 1974 was cancelled.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 16, 1974

Present: Gertrude Kendree, Ana Horta, Verna Teglia, Sam Chandler

Excused: Sarah Kelechava, Richard Silver

Minutes: The minutes of August 21, 1974 were approved as written. The meeting of September 18 was cancelled due to the lack of a quorum.

OLD BUSINESS

Report on Serramonte Library

Due to the inability of the contractor to get equipment in on time, the completion date of the Serramonte library will be delayed. The approximate date of completion now will be March or April of 1975.

Library Privileges Policy

The City Librarian asked that the Library Privileges Policy be discussed instead of Branch Standards Policy because of several incidents that have occurred recently which require that this policy be studied.

A woman from Hillsborough who owns property in Daly City insists she should have the use of a Daly City Library card. The Commission suggested that this matter be tabled until the next meeting so that the City Librarian will have time to get a legal opinion in this matter to clarify our policy and bring it up to date.

Letter from Bernard Morris

A letter from Bernard Norris was read. Mr. Norris asked that as a senior citizen he be granted a library card even though he lives in San Francisco. The chair directed that Mr. Morris be informed that Daly City and San Francisco do not have an exchange of service agreement, therefore the rules must be upheld.

NEW BUSINESS

CLA Conference

Mrs. Teglia, Mrs. Kendre and Mrs. Kelechava will be attending CLA trustee workshop. Mr. Silver will be attending all of the CLA meetings.

John D. Daly Library Hours

The John D. Daly library will be open Monday and Wednesday night until 8 P.M. starting October 23rd; on other nights the John Daly library will close at 6 P.M.

There being no further business, the meeting was adjourned at 9 P.M.

Marie Cappa
Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 20, 1974

ROLL CALL

Present: Gertrude Kendree, Verna Teglia, Ana Horta, Sarah Kelechava, Richard Silver, Samuel Chandler

Minutes: The minutes of the meeting of October 16 were approved as written.

OLD BUSINESS

Library Privileges Policy

The City Librarian reported that he spoke to the City Attorney's office regarding the policy on library privileges. The City Attorney is researching the library laws and will give the library board a statement as soon as possible. The chair ordered the matter to be tabled until the next meeting.

Master Plan

To devise a plan for the development of the goals of the Public Library Department in Daly City, the chair appointed Mr. Silver and Mr. Chandler to work with city officials.

REPORTS

California Library Association Conference - Trustees' Workshop

Mrs. Kelechava and Mrs. Teglia reported on the trustees meeting at the CLA Convention in San Diego.

Friends of California Libraries Annual Meeting - Mrs. Teglia

Mrs. Teglia gave a report on the meeting of the Friends of California Libraries. She said it was stressed that Friends of the Library act as an active arm of the Board.

CORRESPONDENCE

Letter from Keep Libraries Alive

Senator Javitz introduced a bill known as the Library Partnership Act. Its intent is to supercede all federal programs for libraries.

The Library Commission suggested that a letter be sent to the Women's League of Voters to include library legislation on their state-wide position. City Librarian will write a letter and bring it to the next meeting for the Board's approval.

NEW BUSINESS

It was suggested that plans for the Serramonte Library opening and welcome be arranged. This matter was tabled until a future meeting.

The statistical reports were distributed to the library commission members.

The next library commission meeting will be held on December 11th instead of December 18th.

There being no further business, the meeting was adjourned.

Marie Cappa
Recording Secretary

1974

The Library Commission Meeting of December 11 was cancelled due to the lack of a quorum.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 15, 1975

Present: Ana Horta, Vernia Teglia, Gertrude Kendree, Richard Silver
Sarah Kelechava, City Librarian: Mr. Samuel Chandler

The minutes of the November meeting were approved as written. There was no meeting in December due to a lack of a quorum.

OLD BUSINESS

Library Privileges

The City librarian reported that the city attorney studied the matter regarding Library privileges that was the subject of a patron's dispute and referred the Board to Chapter 3, Section 2745 of the California Education Code. The Chair directed the Library Privileges policy be re-written to reflect the law and brought to the next meeting.

Serramonte Library

The March date of completion of the Serramonte library still stands as March 4, 1975.

CORRESPONDENCE

Mr. Chandler read a letter from Virginia Hughes- the state library consultant. Ms. Hughes recommended that a Master Plan be made to set up goals for the Daly City library. The Chair asked Mr. Silver and Mr. Chandler to consider Miss Hughes letter in their study of Library development.

NEW BUSINESS

CETA Employes

The CETA is a federally sponsored program which hires persons of the community who are unemployed. Mr. Chandler listed CETA personnel requested for the library under Title II and Title VI.

Fair Employee Practice Act

Mr. Chandler read a paper regarding the new Fair Employee Practice Act and its progress through the courts.

It was decided that the library commission write to the City Council - draft a letter regarding money appropriated for library not be forgotten at budget time. Ana Horta will sign drafted letter.

Outreach Program

LSCA funds for the Outreach program of the Peninsula Library System are exhausted. Daly City is pursuing its own Outreach Program with volunteers.

At the next meeting, the policy on Public Room will be discussed.

The meeting was adjourned at 8:30.

Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 19, 1975

Present: Ana Horta, Vernia Teglia, Gertrude Kendree, Samuel Chandler, Sarah Kelechava

Absent: Richard Silver

Minutes: The minutes of the meeting of January 15 were approved as written.

OLD BUSINESS

Library Privileges

Mr. Chandler distributed copies of the proposed wording of the Library Privileges Policy. Changes were made so it reads as follows:

"Upon the furnishing of evidence of residency, employment or property ownership within the City of Daly City, or within the areas covered by legal contracts and agreements, an adult person shall be entitled to library privileges in accordance with rules and regulations of the Daly City Public Library.

"Minors of the above-mentioned persons shall be accorded library privileges upon presentation of a card stating that the parent or guardian of that minor shall be fully responsible for all library material and equipment used by the minor and for the minor's conduct within the building and grounds of the Daly City Public library."

The Commission voted to adopt the above policy with the amended wording.

Staff Development & Organization

Mr. Chandler distributed copies of the staff organization charts that will accompany the positions budget requests for 1975-76. He said that as part of the budget preparation, he has been studying the whole subject of library hours. It appears that if the number of staff members is not increased in 1975-76, the city may have to adopt similar schedules as San Francisco uses for the branches. This means less library hours.

CETA Employees

Mr. Chandler named the CETA employees. Mr. Ernest Schwarcz will help with Outreach and Spanish programs. Mr. Schwarcz will look at our policies and staff manuals.

Public Room Policy

The chair directed that the Public Room Policy be reviewed at the next meeting.

The statistical reports for January were distributed.

There being no further business, the meeting adjourned at 8:30 P.M.

Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 19, 1975

Present: Ana Horta, Gertrude Kendree, Sarah Kelechava, Verna Teglia, Richard Silver, Sarah Kelechava
Also in audience: Pat Creighton, Maxine Gates

Minutes: The minutes of the meeting of February 19 were approved as written.

OLD BUSINESS

A. Public Room Policy

Mr. C read the Public Room policy to the Board. A discussion ensued as to different types of public rooms. Mr. Silver moved:

That Public Room policy of December 13, 1961 remain in effect without any changes. Seconded by Verna Teglia.

B. Serramonte Library

The completion date is still 30 to 60 days away. Mr. Chandler showed blueprints of Serramonte library to Board. The lettering on the building was discussed.

Mr. Chandler said that there will be 12 six button telephones in the new Serramonte building and one dial intercom with 9 extensions. There will be a public phone in Serramonte library.

C. Friends of Library- Northern California Conference

Verna Teglia said there will be a workshop April 12. Mr. William Drake is scheduled as a guest speaker at the luncheon. Daly City newspapers including Daly City Record will be honored.

CORRESPONDENCE

Mr. Chandler read a letter from Lockheed Company explaining the Dialog Program. Also a letter from the State librarian was read which detailed federal funding that may be granted on LSCA monies.

NEW BUSINESS

A. Outreach Procedure Manual

Mrs. Stratton and John Sullivan are preparing an Outreach Manual. When it is prepared, it will go along with procedure manual and will govern what the volunteers will do. Outreach is a program of Daly City Public Library which grew out of the LSCA grant to the Peninsula Library System.

Outreach goes into convalescent and nursing homes. There were six Outreach volunteers last month. There were also the services of Friends of Library in extending the Outreach Program.

Operating Budget

Mr. Chandler said that the Capital Budget requests include money to be used to remodel the technical processing room at the Westlake library. The amount requested was $7,000.

In relation to Capital Budget, Mr. Chandler explained that President Ford may order more funds for LSCA, Title II. Mr. Chandler sent an application in to the state for LSCA funds for J.D. Daly and Bayshore library.

The chair directed that the board be on record as supporting the operating budget for J.D. Daly and the Westlake library.

Mr. Silver suggested that the library board think about registering voters in the library branches.

The statistical reports were distributed.

The meeting was adjourned at 9 P.M.

Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 16, 1975

Present: Ana Horta, Gertrude Kendree, Richard Silver, Sarah Kelechava, Verna Teglia

Minutes: The minutes of the March meeting were approved as written.

A. Report on Friends of Library Conference, April 12

Verna Teglia reported that the Friends of the Library Conference was most successful with all the plans unfolding like clockwork. There was a large attendance.

B. Serramonte Library

Mr. Chandler gave an up-to-date report on the progress the Serramonte library is making in getting set up. Mr. Chandler estimated that it would take approximately a month before the building would be turned over to the city.

C. Operating Budget Requests

Mr. Chandler discussed the Budget Requests as they have been submitted to the City Manager.

D. Report on Personnel Workshop in Sacramento

Mr. Chandler stated there is legislation in Sacramento now, some of which is passed and some pending that will effect the different levels (professional and nonprofessional) of librarian jobs. One of the things mentioned was the relevancy of tests given for library jobs. Another was the appropriateness of duty statements. To this end a workshop was held in Sacramento.

E. Registering Voters

Regarding the matter of registering voters, the city librarian reported that library personnel, would have to be deputized in order to do this registering and also, they would have to be trained. Another factor involved is that politically these persons would have to be completely impartial. Richard Silver said there should be a trial registration opened in one of the libraries to see how it works out.

Correspondence

In support of pending LSCA legislation, the chair directed that telgram be sent to Congressman Ryan recommending the funds to be renewed.

NEW BUSINESS

Closed Stack Policy

The closed stack policy was read and revision of it discussed. Mr. Silver moved, Mrs. Teglia seconded that the closed stack policy is to be left as presently written. The motion carried.

B. Staff Workshops

The librarian reported that staff workshops are being planned. The Board was invited to sit in on these workshops.

Reports

The statistical reports were distributed.

Marie Cappa
Recording Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 21, 1975

Present: Gertrude Kendree, Sarah Kelechava, Ana Horta, Verna Teglia

Absent: Richard Silver

Minutes: The minutes of the meeting of April were corrected as follows:
Last sentence of Closed Stack Policy under Heading New Business should read - "The motion carried".

OLD BUSINESS

Mr. Chandler read a letter he wrote to the City Manager regarding the Serramonte Library in relation to the work to be done before it will be opened to the public. This letter included a tentative time table. The City Manager agreed with Mr. Chandler's letter except for the September dedication date.

Hours for Serramonte Library

The City librarian stated that the Serramonte library will not open until 12 or 1 o'clock to the public. The Chair asked upon what critia were these afternoon hours based. Mr. Chandler said that the San Francisco branches of equitable size use this type of scheduling. Also the City Manager believes people will use the library in the evening hours more than the morning hours. The chair agreed that the hours for the Serramonte library should be tentative. The City Manager stated he would like a letter from the Board that they have examined the library hours. At the next meeting, a letter will be drafted and brought in regarding the library hours.

The City librarian said that the new library would need a plaque and an entrance sign. Discussion ensued regarding the architect and construction company's name which is to be on the plaque. It was decided that small letters be used for the construction company and a middle initial would be added to the names of the female commissioners.

Regarding the entrance sign for the new library, Ana Horta suggested that we might use a sign such as Kaiser's on El Camino. Mr. Chandler will take a look at this sign. Mr. Chandler will get estimates for sign and plaque and bring in the figures to the next meeting.

Registering of Voters

Mr. Chandler stated that Marge Bowers told the League of Women Voters about the registering of voters. The League offered to send their members who are duly deputized to volunteer for the registering of voters. The Commission agreed that this would be a good idea. The chair directed that a plan be drawn up to accept the League's offer.

1975-76 Budget

Mr. Chandler reviewed the library revenue and budget for 1975-76.

Correspondence

A letter was read from Robey Stokes of California State Library. Mr. Chandler said that a letter should be written thanking him for sponsoring bills favorable to the library.

NEW BUSINESS

A. Revenue Sharing

Mr. Chandler distributed copies of Revenue Sharing. One is for library materials and the other for bookmobile. The bookmobile would be like a branch headed by a Librarian I or Librarian Asst. III.

REPORTS

The statistical reports were distributed.

Meeting adjourned at 8:55.

Marie Cappa
Marie Cappa
Recording Secretary

THE LIBRARY COMMISSION MEETING OF JUNE 18, 1975 WAS CANCELLED DUE TO THE LACK OF A QUORUM.

DALY CITY LIBRARY COMMISSION

July 16, 1975

Present: Gertrude Kendree, Sarah Kelechava, Ana Horta, Verna Teglia, Richard Silver and the City Librarian, Samuel C. Chandler

MINUTES: The minutes of the June meeting were held over until the September meeting. There was no official meeting in June.

Daly City Library Commission
July 16, 1975

Present: Gertrude Kendree, Sarah Kelechava, Ana Horta, Verna Teglia, Richard Silver and the City Librarian, Samuel C. Chandler

Minutes: The minutes of the ~~June~~ May meeting were held over until the ~~September~~ August meeting. There was no official meeting in June.

Old Business

Librarian III

Mr. Chandler reported that with the completion of the Serramonte Library, Mr. Sullivan will become second in command in the Daly City Library Department. He will handle the general operation while Mr. Chandler will handle administration.

Books for Trustees

A discussion was held on the idea of placing a book in the Daly City Library in honor of each former Trustee. Discussion was held over until the next meeting.

Friends of the Library

The Daly City Friends of the Library have donated $350 for the purchase of chairs and tables for the Coral Room in the Westlake Library. A discussion was held on the planned alterations to the basement of the Westlake Library. Plans call for the construction of a stairway from the outside.

Serramonte Dedication

A discussion was held on when the new Serramonte Library dedication should be held. September 13 and 20 were decided with Mr. Chandler to choose the best date of the two.

NEW BUSINESS

Election

The election of officers was held over until the next meeting.

The meeting adjourned at 8:25 P.M.

_____
Richard Silver

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 13, 1975

Present: Gertrude Kendree, Sarah Kelechava, Ana Horta, Verna Teglia and the City Librarian, Samuel C. Chandler

Excused: Richard Silver

Minutes: The minutes of the meeting of May 21, 1975 were corrected. The minutes of the meeting of July will be brought in by Richard Silver

Old Business

A. Serramonte Library Dedication

The date of the dedication of the new Serramonte Library will be Saturday, September 20, 1975. The Commission agreed that 1:30 would be the most feasible hour.

The Commission discussed such other details of the dedication as the program leaflet, speakers, refreshments, etc. The Friends of the Library will be the hostesses. The services will be held on the parking lot in front of the Library. The hours of the Serramonte Library will be as follows:

Monday through Thursday 10:30 A. M to 9:00 P.M.
Friday 10:30 A.M. to 5:30 P.M.
Saturday 10:30 A.M. to 5:00 P.M.

B. Gift from Home Savings & Loan

A sun dial was presented to the City of Daly City by Home Savings and Loan. A committee consisting of two library trustees and two members of the Parks and Recreation Commission met and agreed that the Serramonte Library was the most appropriate place to set up the Sun Dial.

C. Election of Officers

Gertrude Kendree was elected President of the Board of Trustees and Verna Teglia was elected president pro tem for the 1975-1976 term.

D. Gift from Eagles Fraternal Order

The City has received a gift of $100 from the Eagles Fraternal Order for the purpose of buying materials to help senior citizens. Some suggestions were made as to how to use the money for the best interests of the senior citizens. The Chair questioned as to whether money was for a particular

group of senior citizens or all senior citizens. This matter was tabled until the next meeing.

REPORTS

The statistical reports were distributed.

The meeting adjourned at 9:00 P. M.

Samuel C. Chandler, City Librarian

BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
September 17, 1975

PRESENT: Gertrude Kendree, President, Sarah Kelechava, Ana Maria Horta, Richard Silver, Verna Teglia, and City Librarian Samuel Chandler

MINUTES:

Mrs. Kendree opened the meeting by welcoming guests.

Upon a suggestion of Mayor Kyriakis, Mrs. Horta moved that the meeting adjourn and the members of the Board join with the City Council in a program planned to mark the completion of the Serramonte Library. Mrs. Kelechava seconded the motion and the motion passed.

The meeting adjourned at 7:35 P.M.

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SAMUEL C. CHANDLER, City Librarian

BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
October 15, 1975

Present: Gertrude Kendree, Sarah Kelechava, Verna Teglia and the City Librarian, Samuel Chandler

Absent: Richard Silver, Ana Maria Horta

Minutes: The minutes of the meeting of September 17, 1975 were accepted as submitted.

OLD BUSINESS

Library Privileges Policy

The Library Privileges Policy was discussed. The Chair directed the City Librarian to submit the Library Privileges policy as revised by the Board to the City Attorney and resubmit the Library Privileges Policy at the next meeting.

Community Room

The policy of the use of the Community Room was discussed and amended.

Gift from the Daly City Eagles

The City Librarian was directed to write to the Daly City Eagles and inform them them that he would like to purchase a bicentennial collection of books that senior citizens have inquired about. If they agree, that this special collection of books should be purchased with their funds, they will be purchased and placed in the four libraries.

Correspondence

A letter of appreciation from the State Librarian was read.

A letter was read from Mrs. Wheeler asking the Board for their opinion on a site for the new multipurpose center. The Board asked the City Librarian to convey their agreement that the site they suggested, adjacent to the War Memorial Building, was agreeable to them.

A date of December 10, 1975 was selected as the date for the dinner for the commissioners.

NEW BUSINESS

The librarian read a letter from Rick Silver in which he resigned from the Library Board of Trustees.

The librarian distributed the new book marks which have been printed for the four libraries.

Reports

The reports were distributed and the decline in Westlake circulation was attributed to the opening of the Serramonte Library.

Adjournment

The meeting adjourned at 9:30 P.M.

Samuel C. Chandler

Samuel C. Chandler
City Librarian

BOARD OF TRUSTEES
Daly City Public Libraries
November 19, 1975

Members Present: Gertrude Kendree, Sarah Kelechava, Ana Maria Horta, and Samuel Chandler, City Librarian

Minutes: The minutes of the meeting of October 15, 1975 were approved as submitted.

LIBRARY PRIVILEGES

Verna Teglia moved that the policy on library privileges be adopted. Ana Maria Horta seconded the motion, motion carried and the policy was adopted.

ELIGIBILITY FOR LIBRARY PRIVILEGES

Mr. Chandler read a memo that he had sent to the branch libraries stating that students who attend school in Daly City, but who do not live in Daly City or the areas served by legal contract are not eligible for a Daly City library card. They are allowed borrowing privileges upon presentation of a card issued by a member library of the Peninsula Library System or by paying the non-resident fee for a Daly City library card.

USE OF PUBLIC ROOMS POLICY

The librarian was instructed to submit the public rooms policy to the city attorney with the amendment: "It is the Board's intent that a representative of the city will be present at all such meetings. All programs subject to the approval of the City Librarian and must be scheduled through him."

COMMUNITY CENTER PROJECT

The City Librarian stated that he had been contacted by Betty Wheeler of the Department of Community Development to determine how much space would be needed to replace the John D. Daly Library with quarters in a community center that may be built in the area bounded by Hillside and Mission and near the War Memorial Building. He said he had requested 6,000 square feet excluding space for hallways, lavatories, staff rooms, and conference rooms.

LETTER TO EAGLES

Mr. Chandler read a letter that he had sent to the Eagles stating that their money was going toward the purchase of books created to salute the Bicentennial of the United States.

CLA CONFERENCE

The City Librarian stated that he had made reservations for all of the Trustees to attend the California Library Association Convention on November 30, 1975.

DATE AND TIME OF BOARD MEETINGS

Ana Maria Horta moved that the December meeting of the Board of Trustees be suspended. Sarah Kelechava seconded, motion carried.

After discussion, it was decided to hold the January meeting on the second Tuesday of the month at 7:30 P.M. at which time they would discuss the change and if the room is available, make a definite change.

ADJOURNMENT

The meeting adjourned at 9:20 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER

1976

BOARD OF TRUSTEES
Daly City Public Libraries
January 20, 1976

Members Present: Gertrude Kendree, Sarah Kelechava, Ana Maria Horta, Verna Teglia, Michael Cooney and the City Librarian

Minutes: The minutes of the meeting of November 19, 1975 were accepted as submitted

WELCOME TO NEW BOARD MEMBER

The President welcomed Michael Cooney as the new Board member to serve the unexpired term of Richard Silver. Anna Ohlendorf, City Clerk, administered the oath.

OLD BUSINESS

Plaque for Serramonte Library

The City Librarian reported that neither the architect nor the contractor had agreed to contribute to a plaque for the Serramonte Library. Therefore, their names will not be included. The City Manager has asked that cost estimates be obtained and forwarded to him.

Application for LSCA Grants

The City Librarian reported that the Peninsula Library Association had put together a package requesting monies for an LSCA grant. The City Council authorized application by PLS for grant of funds for fiscal year 1976-77 for proposed legislative program project and the Community Information file.

Meeting date

Ana Maria Horta moved that the meeting date for the Board of Trustees be changed to the second Tuesday of each month at 7:30 P.M. Verna Teglia seconded and the motion passed unanimously. The By-laws will be amended to reflect this change. The next meeting is scheduled for February 10, 1976.

Communication from Librarian from South San Francisco regarding issuing applications for South San Francisco at the Daly City Public Library and issuing applications at South San Francisco for Daly City

The City Librarian said that many Daly City students attend school in South San Francisco and that he had a communication from Dr. Alvarez asking that we send Daly City applications to South San Francisco and South San Franciso send us their application so that members could be registered either place and their cards interchangeable.

The City Librarian stated that there had been discussion about meeting with San Francisco in regard to reciprocal honoring of library cards.

Mr. Cooney moved that the City Librarian be authorized to enter into discussion with San Francisco relative to interchange of library cards. Ana Maria Horta seconded and motion carried.

Request for a series of programs and public lectures

The City Librarian stated there had been suggestions by people in the community that there be activities in the Serramonte Library that would be of interest to many people. He stated that on January 20, 1976, the Serramonte Library was hosting Dr. Chang who spoke on acupuncture. There had been some discussion about having a workshop in genealogy which is the third most popular hobby in the United States. The Board agreed that this was an excellent idea and asked if there was someone in the library who could take care of such arrangements as the Friends of the Library are too busy to sponsor such programs. The City Librarian stated that the library staff was well able to take care of such a program .

Buses to Serramonte Library

The Chair directed that the City Librarian contact Northgate Transit about buses to the Serramonte Library.

Reports

The reports were distributed. It was noted that the circulation for December showed a definite drop. The City Librarian stated that circulation was beginning to pick up for January.

Adjournment

The meeting adjourned at 9:30 P.M.

Samuel O. Brooks

City Librarian

BOARD OF TRUSTEES
Daly City Public Libraries
February 10, 1976

MEMBERS PRESENT: Gertrude Kendree, Sarah Kelechava, Verna M. Teglia, Michael Cooney and the City Librarian

EXCUSED: Ana Maria Horta

MINUTES: The minutes of the meeting of January 20, 1976 were accepted as submitted.

OLD BUSINESS

Plaque for the Serramonte Library

The City Librarian showed samples of the format for the plaque. The Board made corrections and changes were noted. The City Librarian will present the sample to the City Manager.

Letters on the North side of the Serramonte Library

After a discussion, the Chair directed that the City Librarian place a request in the 1976-77 budget for letters for a slogan that could be placed on the north side of the Serramonte Library.

Northgate Transit

The City Librarian reported that he contacted the Northgate Transit Company and learned that there is a bus that comes from Westlake and will make a stop at the corner of Wembley Drive and Gellert Boulevard.

Westlake Library Refurbishment

The City Librarian stated that there had been changes in the staff assignments. Adrienne Savetnick is now Branch Librarian at Westlake, Sheila Cavanor is collection development librarian at Serramonte. Karen Cunningham is now at the Westlake Library and Dave Griffin is now the cataloger at the Serramonte Library. Janie Watson is in charge of circulation and helps in Children's services and reference.

The City Librarian listed the work to be done at the Westlake Library as follows: paint the coral room, replace the easy chairs, rearrange the stacks, either carpet or repair the Coral Room floor. The Chair asked the City Librarian to reflect this in the capital outlay budget for 1976-77.

Correspondence

None.

NEW BUSINESS

Request from Rhena Gonzales of the Community for Children's Services

The City Librarian reported that Mrs. Gonzales of the Community for Children's Services had approached him about supplying books for the Community for children's services. The Board discussed the matter and decided that the library is not in a position to lend books to that organization in the quantity they want. However, the organization should be invited to use teachers' loans and other circulation procedures.

New Leaves

The Board expressed interest in the new publication put out by the library and was pleased to know that this will be a monthly project and be exchanged with other libraries.

EXCHANGE OF LIBRARY CARDS

The Librarian stated that this problem was discussed at a PLS, Peninsula Library Service, meeting and that further developments will be brought before the Board.

Parking lot at Bayshore Library

The City Librarian stated that thru an easement agreement, the City pays for a parking lot at the Bayshore Library. He stated that a car had broken the fence belonging to the person who lives next door to the Library. He stated that he would have to put money in the 76-77 budget to erect a barrier in the parking lot and to provide lighting.

Meeting Change

The City Librarian stated that on the next meeting date, the new Council would be sworn in. It was decided to have the next meeting at 7:30 P.M. on March 16, 1976.

Reports

The reports were distributed and discussed.

Adjournment

The meeting adjourned at 9:30 P.M.

Samuel C. Chandler

Samuel C. Chandler

BOARD OF TRUSTEES
Daly City Public Libraries
March 16, 1976

MEMBERS PRESENT: Gertrude Kendree, Sarah Kelechava, Verna M. Teglia, Michael Cooney, Ana Maria Horta and the City Librarian.

GUESTS: Nadine Moreno. Maxine Gates

MINUTES: The minutes of the meeting of February 10, 1976 were accepted as submitted.

OLD BUSINESS

Plaque for the Serramonte Library

The City Librarian reported that he had presented the sample of the format for the plaque to the City Manager. If there is some way it can be financed in the present budget, it will be completed. If there is no way to finance it, it will be placed in the 1976-77 budget.

Letters on the Wembley Side of the Serramonte Library

The City Librarian reported that he had placed in the 1976-77 budget an item for $600 to cover the lettering. This amount will finance 60 letters.

Public Room Policy

Verna Teglia moved that the revised Public Room Policy be adopted. Mr. Cooney seconded, motion carried.

Correspondence

None

NEW BUSINESS

1976-77 Budget

The City Librarian presented his recommendations for the position requests, capital outlay and capital project records for the 1976-77 Budget. He will present the operation budget at the next meeting.

Staff Organization

The Librarian distributed lists of all library employees and the facility where they work.

Reports

The Librarian reported a request for a pilot study of a new policy for assessing and collecting fines for the Westlake Library. This will have a

trial period of three months at the Westlake Library. The results will then be studied before they become the policy at all libraries.

The Trustees noted that the circulation statistics for the Westlake Library are improving.

Adjournment

The meeting adjourned at 9:30 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER

DALY CITY PUBLIC LIBRARY
Board of Trustees
April 13, 1976

MEMBERS PRESENT: Gertrude Kendree, Sarah Kelechava, Verna M. Teglia, Ana Maria Horta and the City Librarian

Excused: Michael Cooney

Guests: Sharon Hubbard

Minutes: There being no omissions nor corrections, the minutes were approved as submitted.

Old Business

1976-77 Budget

The City Librarian reported that the operating budget is divided into four categories: Personnel services, other contract services which includes utilities, rents and equipment maintenance, materials and supplies and other charges which include memberships, dues, and travel. He outlined the Public Library Department's request in these categories.

The capital outlay request includes dictionary stands, typewriters, carpet for Westlake and book trucks.

He reported on the capital project outlay requests which includes a new Bayshore Library and a new John D. Daly Library, sprinkler system, and new lighting for the John D. Daly Library.

Application for LSCA Grant

The City Librarian reported that a grant to the Peninsula Library System had come through for $123,000 from the State Library which is the largest grant given any system in the State. It will enable the computer program and CIN and the Spanish program to continue.

Request for Community Room

Sharon Hubbard of the San Mateo Public Health Service approached the Board to request the use of the Community Room for a well-baby clinic. Mrs. Kendree asked if they had approached libraries before for this type of request. Mrs. Hubbard stated that they had clinics in schools but so far they had none in libraries. Mrs. Hubbard was excused and the Board said they would take this matter up for study.

After discussion, the Board asked Mr. Chandler to call Mrs. Hubbard and say that her request had been denied..

Letter from Karen Cunningham and Nancy Dillon

The City Librarian read a letter from Mrs. Savetnic referring to a letter from Karen Cunningham and Nancy Dillon suggesting that a reading tutoring program be established in the Serramonte Library. Ana Maria Horta moved that this request be tabled to the next meeting. Mrs. Kelechava seconded, the motion passed.

Land for Bayshore Library

The City Librarian showed a map of the acreage purchased by the City and how the land might be utilized in the future. The Board discussed the report.

Summer Program at School Libraries

The City Librarian discussed the possibility of manning school libraries during the summer with NYC personnel if there are any hired during the summer. Discussion was held.

New Leaves

Mrs. Kendree asked that the publication New Leaves be mailed to the senior citizens clubs and that some mention be made of the titles of particular interest to them.

Reports

It was noted that the Westlake Library has gained their circulation that was lost when Serramonte first opened and that the circulation of the Serramonte Library was beginning to pick up.

Adjournment

The meeting adjourned at 9:30 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER

Daly City Public Library
Minutes of the Board of Trustees
May 11, 1976

Members Present: Gertrude Kendree, Ana Maria Horta, Verna Teglia, Michael Cooney and the City Librarian

Excused: Sarah Kelechava

Minutes: There being no omissions nor corrections, the minutes were approved as submitted.

OLD BUSINESS

Registering and Voting in Branches of the Public Library

The City Librarian reported that the voter turn out for registering voters in the Westlake and Serramonte Libraries had been very successful. There are two staff members in Serramonte and two in Westlake who have been deputized to register voters.

California Library Trustees and Commissioners Conference

A survey indicated that none of our trustees will be able to attend the conference in Sacramento.

Board of Trustees Handbook

The Librarian reported that the business office is working on a handbook or book of policies for the trustees.

Library Staff Manual

The City Librarian reported that Janie Watson is revising and updating the staff manual.

Correspondence

Letters from the Villa Sanitarium and Mrs. Herbert Tweedie thnaking the library for the gift of Bicentennial flags were read.

NEW BUSINESS

CETA Employees

A letter from the Assistant City Manager reported that there is no indication as of yet that the CETA program will be refunded. In the event that it is not, the City Librarian stated the he foresaw a curtailment of many of the services we are now having.

Summer Programs

A discussion of the summer program was tabled pending a report from the childrens' librarians.

Trustees and Staff Workshop

It was discussed that a workshop be organized for staff members and members of the Board of Trustees. This would establish common goals for the Public Library Department and initiate more rapport.

Reports

The reports were distributed.

Adjournment

The meeting adjourned at 9:20 P.M.

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SAMUEL C. CHANDLER, LIBRARIAN

BOARD OF TRUSTEES
Daly City Public Library

June 1, 1976

N O T I C E

No quorum is anticipated at the regular meeting of the Daly City Board of Trustees scheduled for June 8, 1976.

This meeting will be adjourned to the next regular meeting of Tuesday, July 13, 1976.

SAMUEL C. CHANDLER

City Librarian

BOARD OF TRUSTEES
Daly City Public Library
Minutes of the Regular Meeting
July 13, 1976

MEMBERS PRESENT: Gertrude Kendree, Michael Cooney, Virginia Tierney, Sarah Kelechava and Acting City Librarian John Sullivan

MEMBERS ABSENT: Ana Maria Horta

GUESTS: Anna Ohlendorf, City Clerk, David Griffin and Janie Watson

MINUTES: The minutes of the meeting of May 11, 1976 were approved as submitted.

OLD BUSINESS

Trustee's Handbook

The newly prepared Trustee's Handbook was presented to the Board for their review. Each member will be given a copy of the Handbook at the next meeting.

Revenue Sharing--7th Entitlement

John Sullivan reviewed the memorandum written by the City Librarian in behalf of the Board of Trustees requesting $70,000 of revenue sharing funds for books, periodicals, phonograph records, pamphlets, newspapers, reference tools and other items. The amount of revenue sharing funds granted to the library was $30,000 through December, 1976.

Correspondence

A letter was read from Verna Teglia announcing her resignation from the Board of Trustees.

Letters were read from the City Clerk announcing the appointment of Virginia Tierney to fill the unexpired term of Verna Teglia. Letters were also read announcing the reappointments of Ana Maria Horta and Sarah Kelechava.

At this time, the City Clerk administered the oaths to Virginia Tierney and Sarah Kelechava.

NEW BUSINESS

Election of Officers

The President called for nominations for President. Sarah Kelechava nominated Michael Cooney for President, seconded by Virginia Tierney. Mr. Cooney was unanimously elected President for the 1976-1977 term. The President called for nominations for Vice President. Mr. Cooney nominated Sarah Kelechava, seconded by Virginia Tierney. Mrs. Kelechava was elected Vice President for the 1976-1977 term.

Board of Trustees

Minutes of the Regular Meeting

July 13, 1976

Bayshore Library Users' Survey

Mr. Sullivan reviewed the highlights of a survey at the Bayshore Library which was conducted by Juliana Cheng. The results were highly gratifying and indicated that the Bayshore area is very well satisfied with their library service.

The President suggested that such a survey would be very informative and should be conducted at the Westlake, John D. Daly and Serramonte Libraries. Discussion followed.

The Board complimented David Griffin and Janie Watson for their efforts in enhancing the services at the Serramonte Library.

Reports

The reports were distributed and the Board was pleased to note that the Serramonte Library shows an increase in circulation every month.

Adjournment

President Cooney adjourned the meeting at 9:00 P.M.

John Sullivan

John Sullivan, Acting City Librarian

BOARD OF TRUSTEES
Daly City Public Library
August 4, 1976

NOTICE

No quorum is anticipated at the regular meeting of the Daly City Board of Trustees scheduled for August 10, 1976.

This meeting will be adjourned to the next regular meeting on Tuesday, September 14, 1976.

Samuel C. Chandler

SAMUEL C. CHANDLER
City Librarian

BOARD OF TRUSTEES
Daly City Public Library
Minutes of the Regular Meeting
September 14, 1976

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Gertrude Kendree, Sarah Kelechava, Virginia Tierney and the City Librarian

MINUTES: The minutes of the meeting of July 13, 1976 were approved as submitted.

OLD BUSINESS

Plaque for the Serramonte Library

The City Librarian reported that the plaque for the Serramonte Library had been ordered. He stated that it would be placed in the area to the right of the entrance to Serramonte Library.

Furniture for the Westlake Library

Seven chairs have been ordered for the Westlake Library. They will replace those that are in the reading room by the periodicals and newspapers. Six will be reupholstered to match the ones ordered.

Book Budget

The City Librarian distributed a work sheet of the 1976-77 budget. He stated that the account Library Books and Periodicals had been left blank as this amount was earmarked for revenue sharing. He stated that $30,000 had been allowed until December 31, 1976 and at that time he would request additional funds from the next Revenue Sharing Account. The City Librarian will report to the Board of Trustees when the next meeting for revenue sharing is called. The City Librarian stated that in the capital outlay budget, the City Council approved sprinklers for the John D. Daly Library and the Westlake Library. The sprinklers will be located in the basement in the Westlake Library.

League of Cities

The League of Cities will meet in San Diego on October 17 through October 20. Michael Cooney will attend as a member of the Board of Trustees.

Correspondence

Letters were read from Juliana Cheng, Kathryn Hunsicker, Nancy Dillon and Linda Montgomery which described the summer programs at each of the libraries. They stated that the projects were very successful and well attended. The City Librarian commented that even though Bayshore did not have such a large population to draw from, their summer program had an attendance equal to that of the other libraries. Miss Kraus was on vacation so no report of the activities at the John D. Daly Library were given.

NEW BUSINESS

New Fine Schedules

The City Librarian stated that the pilot study of the five day grace period for overdue materials had been completed at the Westlake Library and proved very successful. The grace period eliminates the sending of overdues for the first five days that material is in arrears. Once an overdue notice has been sent, the total fine is collected. The City Librarian stated that he would discuss this with the City Manager and bring a report back to the next meeting. The Trustees were in accord that the fine system should be uniform throughout all four libraries.

Annual Report

The City Librarian quoted figures from the annual report which showed that the total circulation for fiscal year 1974-75 was 414,266 and that for 75-76 it was 458,594. He expressed disappointment that the circulation did not hit 500,000 but with Serramonte only open for part of the fiscal year maybe the next fiscal year would see us hit that mark.

Publicity

For a discussion on publicity, samples of book marks and fliers were exhibited. Discussion followed about book marks being made in conjunction with the Friends of the Library announcing their book sales and related events that interest all the people of Daly City. It was also decided that a pamphlet, very simple, be made giving pertinent data on the four libraries--their hours and addresses and phones and an announcement of the meetings of the Board of Trustees be prepared and distributed.

At this time President Cooney commended Mrs. Kendree for a most successful year as President.

Ana Maria Horta moved that the meeting be adjourned, motion carried. Adjournment at 9:30 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

BOARD OF TRUSTEES
Daly City Public Library
Minutes of the Regular Meeting
October 12, 1976

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Virginia Tierney and the City Librarian

MEMBERS EXCUSED: Sarah Kelechava, Gertrude Kendree

MINUTES: The minutes of the meeting of September 14, 1976 were approved as submitted.

OLD BUSINESS

Furniture for the Westlake Library

The City Librarian stated that there was enough money in capital outlay to carpet the coral room, behind the charging desk, the little work room that is behind the charging desk and the office. He showed swatches of rugs. The Board expressed a preference for Sebego carpet at $10 per square yeard. The City Librarian reported that the coral room would be painted before the carpet is installed. The Board suggested that Mr. Chandler get a consensus from the employees at the Westlake Library and then choose the color of the paint and the pattern of the carpet according to the majority.

Report of the Friends of the Library Book Sale

Virginia Tierney reported that the proceeds of the Friends of the Library book sale was $677.00.

CLA Conference

Virginia Tierney and Sarah Kelechava will attend the CLA convention in Los Angeles in December. Mr. Chandler reported that he would make reservations for quarters for Friday and Saturday nights.

Community Bazaar

A report indicated that the Library participated in the Community Bazaar at the Serramonte shopping center on October 9 and 10. The staff gave out applications for library cards and linoleum block prints. The Chair stated that the Board was pleased with the favorable publicity that this activity brought to the library.

Budget Report

Due to an error in collation, the capital outlay budget showed $1,630. It has been corrected and the total capital outlay is $5,230. This allows us to carpet the Westlake Library, to buy 8 upholstered chairs for Westlake, a charging desk chair for John D. Daly, bulletin board for Westlake, lettering and directional signs, and atlas cases for the Serramonte Library.

NEW BUSINESS

Revenue Sharing

It was moved and seconded that the Board ask for $5,000 when the next revenue sharing funds are available. The Board requested that this be definitely earmarked and only used to finish carpeting the Westlake Library.

Library Malpractice suit

The City Librarian reported that public libraries have become susceptible to such things as law suits and threats of law suits over matters that were once handled by either City Librarians or City Managers.

Fine Policy

The City Librarian reported that he had consulted the City Manager about the fine policy and he was instructed to submit the new policy to the City Attorney for his ruling.

Training and Workshops

The City Librarian reported that the City has money for training and retraining purposes. The City has previously participated in the Inter-governmental management Development Institute. CIN and BARC workshops do not duplicate this training. The Board agreed that it is valuable for the employees to have this additional training.

Reports

The reports were distributed.

Adjournment

Ana Maria Horta moved that the meeting be adjourned. Virginia Tierney seconded, motion carried. Adjournment at 9:30 P.M.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

BOARD OF TRUSTEES
Daly City Public Library
Minutes of the Regular Meeting
November 9, 1976

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian.

MEMBERS ABSENT: None

MINUTES: Sarah Kelechava moved that the minutes of the meeting of October 12, 1976 be approved as submitted. Ana Maria Horta seconded, motion passed.

OLD BUSINESS

Fine Policy

The City Librarian read a memorandum from the City Attorney in which he stated that he could see no problem with the fine policy so long as it met with the knowledge of the Board of Trustees and the City Council. Mr. Chandler said that he had conferred with the City Manager and he would inform the City Council. The fine policy as adopted is to institute a grace period of five days which is the time it normally takes to fill out fine slips on overdue material. Material returned within five days after the due date would have no fines charged. Material returned after the five days would be charged fines for the entire period. Mrs. Tierney moved that this fine policy be adopted, Sarah Kelechava seconded and motion passed.

California Library Association Meeting

Virginia Tierney and Sarah Kelechava will represent the Board of Trustees at the California Library Association Meeting in Los Angeles in December.

Book Selection Procedures

The City Librarian reported that Mrs. Langley of the Booz Allen & Hamilton Inc. would visit the Daly City Library on November 11, 1976 to review the book selection policies. The book selection process was reviewed and samples of the book selection media were distributed to the Board for their information. The City Librarian reported that all the professional librarians participate in book selection.

Correspondence

Purchase order for carpet for the Westlake Library

The carpet for the meeting room, the area behind the desk and the office has been requisitioned. It will be put out to bid in the near future.

NEW BUSINESS

Peninsula Library System

The City Librarian reviewed the PLS budget, the distribution of imbalance of service funds, the equipment procedures and the grant applications. Since these matters will be presented to the City Council, the City Librarian wanted the Board to be advised of each of them.

The Peninsula Outreach Bus schedule was reviewed. The bus goes to the Villa Fontana Housing, Lincoln Park Clubhouse and the Daly City Retirement Inn.

Other items

Ana Maria Horta moved that the meeting for December be waived since there will not be a quorum. Virginia Tierney seconded, motion carried.

Ana Maria Horta moved that the meeting be adjourned. Sarah Kelechava seconded, motion carried.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

1977

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
January 11, 1977

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian

ABSENT: None

MINUTES: Ana Maria Horta moved that the minutes be approved as written. Virginia Tierney seconded, motion passed.

OLD BUSINESS

Review of the Activities of the Outreach Program

A letter was read from John Sullivan outlining the work of the Outreach Program. Pat Creighton is devoting one-half of her time to Outreach. However, the program does not have as many volunteer workers as in past years. A resume of the circulation of books, films shown, and bookmobile services for December was read. It was noted that five books in Hungarian were supplied through the State Library as well as a book in braille and talking books. Bookmobile services to senior citizens are provided for three times a week. The Board expressed their pleasure for the fine work that is being accomplished in the Outreach Program.

Books and Materials behind the Desk

The City Librarian asked the Board if it was necessary to provide a list of books kept behind the desk for their information. They agreed that it was not necessary for Board members to have the list if the Librarian had a list on reference that could be consulted when questions arise.

Review of Staff Activities

It was reported that hiring is still frozen. The Librarian outlined the following vacancies in the Library Department: Librarian I, Library Assistant II, 2 Library Aides and 4 Library Pages.

Correspondence

A letter was read from Frank Spadarella who announced the donation of 55 prints from his photography collection. It was reported that a blue print case had been ordered to house these prints. They will be permanently housed at the Serramonte Library but may be sent to other libraries for display purposes. The City Librarian was directed to write a letter on behalf of the Board to the City Council acknowledging these prints, also a letter to Frank Spadarella from the Board thanking him for his gift.

Library Services and Construction Act Grants

The City Librarian reported that the Peninsula Library System had applied for four L.S.C.A. grants: Reference Demonstration Project, renewal of Community Information Project, services to the handicapped, and a survey of library service in San Mateo County that may lead to a long range plan for San Mateo County. The City Librarian stated that the application for a survey was sent in, in spite of the protest of two of the members of the Board of Directors.

Community Information File

The City Librarian outlined the steps for obtaining information from the Community Information Net Work which is headed by Jane Irby.

CLA Convention

Virginia Tierney gave a resume of the CLA Convention in Los Angeles.

Serramonte Homeowners

The City Librarian reported that the Serramonte Home Owners had requested suggestions for something that the Serramonte Home Owners could donate to the Serramonte Library. The Librarian was directed to list a set of priorities that might be used as a guideline.

Reports

The reports were distributed. It was noted that this calendar year the circulation had gone over the 500,000 mark.

Adjournment

Ana Maria Horta moved that the meeting be adjourned. Sarah Kelechava seconded, metting adjourned at 9:45 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
February 8, 1977

MEMBERS PRESENT: Michael Cooney, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian

MEMBERS EXCUSED: Ana Maria Horta

MINUTES: Gertrude Kendree moved that the minutes of the meeting of January 11, 1977 be approved as submitted. Virginia Tierney seconded, motion carried.

OLD BUSINESS

C. E. T. A.

It was reported that CETA funds for Daly City have been cut back, consequently, where the library once had 9 positions, it was assigned six. However, one CETA was transferred to the Library from Public Works. This means that six positions are funded until February 28, 1978 and one to August 14, 1977.

It was reported that Cheryl Dolores Johnson has been hired to fill the position that extends until August 14, 1977. She is a former teacher with a major in school library work. She will fill the position vacated by Nancy Dillon who found work in San Francisco.

March Meeting with Friends of the Library

The City Librarian was directed to write a letter to the Board of Director of the Friends of the Library inviting them to attend the March 8th meeting of the Board of Trustees.

Materials Budget

It was reported that the revenue sharing allotments have not been made because the City has not received the guidelines. At the present time, the Library is without funds in its materials budget.

Staff Assignments

Due to a hiring freeze, all vacant positions cannot be filled at this time. This means that Juliana Cheng cannot be replaced as Librarian at the Bayshore Branch. Dorothy Nagy has been sent to Bayshore to be a full time Library Assistant II. The other staff members Bertha Roman who is a CETA Library Assistant II, Claire Showers, Library Monitor and Stella Filarski, Library Aide. John D. Daly has two CETA Library Assistants II, two pages and Miss Kraus as Librarian II.

Correspondence

A letter was read to the Serramonte Homeowners. The Librarian was directed to revise it and send it to the President of the Serramonte Homeowners suggesting how their donation would be used if and when it is made.

A letter was read from Stanford Exhibits giving the price of the lettering for the outside of the Serramonte Library. The Librarian was directed to order the lettering and pay for it out of the capital outlay budget. He stated that 2 art browsers, 2 blue print cabinets, dictionary stand and an atlas case had been ordered and were here.

A request was made from Mrs. Patricia Lewis who wanted to use the community room to give free piano lessons. The Board rejected this request.

A letter from Nancy Holland was read reviewing the children's program at the Westlake Library.

NEW BUSINESS

Mural at Westlake Library

The City Librarian reported that the San Mateo Arts Council had money which had to be encumbered by January 31, 1977 and had to be spent in the North County on a project that would depict the rich, ethnic and cultural background of the North County. After consulting with the City Council in Daly City, the Arts Council determined to have a mural created. To this end, the Council engaged a local artist, Mr. Chuy Cumpasano. The mural will be placed on the north wall of the community room at the Westlake Library. It will be in six panels and is removable. The Board had no objection to placing it in Westlake since it is movable and may at some time be placed in another building in Daly City.

Questionnaire on Children's Programs

The Serramonte Library personnel have distributed questionnaires to the parents of children in the Serramonte area to determine what kind of children's program would best suit their needs--story hours, films, clubs, etc.

General Plan

It was reported that our general plan is ten years old and the State requires that it be updated. To this end, the Department of Community Services has been holding workshops. A suggestion was made in the 3d seminar asking that the reference section of the John D. Daly Library be upgraded. The City Librarian reported that he had requested that Sheila Cavanor go to the John D. Daly Library and conduct a survey and determine whether it would be better to update the reference collection or enrich the nonfiction collection.

For this purpose the Librarian proposes to use $900 that has been allotted by the Peninsula Library System.

Electrical Wiring at John D. Daly Library

The City Librarian reported that work has finally begun on the rewiring of the John D. Daly Library. He showed samples of the lights that will replace the ones that are there now. This should brighten up the library almost eight times greater than it is now.

Reports

The reports were distributed.

Adjournment

The meeting adjourned at 9:30 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

BOARD OF TRUSTEES
Daly City Public Library
Minutes of the Regular Meeting
March 8, 1977

MEMBERS PRESENT: Michael Cooney, Gertrude Kendree, Sarah Kelechava, Virginia Tierney and the City Librarian

EXCUSED: Ana Maria Horta

MINUTES: Virginia Tierney moved that the minutes be accepted as submitted for the meeting held on February 8, 1977. Gertrude Kendree seconded, motion carried.

OLD BUSINESS

Letters on the side of the Serramonte Library

It was reported that a purchase order had been issued to Sanford Exhibits for letters 12" high reading Daly City Public Library, Serramonte Branch to be placed on the south side of the building at a cost of $1,293.77. The City Manager has requested that the purchasing agent get 3 bids. The City Librarian reported that so far no other company has bid on the job. The Board expressed their desire to have this project completed before there was another rise in the price.

Revenue Sharing

There will be a meeting on March 15, 1977 at 2:00 P.M. to discuss the 8th entitlement of revenue sharing. The City Librarian reported that the department heads had made their recommendations and the City Council will allocate the funds.

Correspondence

A letter was written to the president of the Serramonte Home Owners Association and an answer was received through Al Kane. He stated that the Serramonte Home Owners had considered setting up an endowment of $100 per year to be used as the Board of Trustees sees fit.

A letter was read from the State Librarian announcing that Senator Dunlap, Chairman of the Senate Education Committee has agreed to carry the California Library Services Act Bill.

The grant will be for $500,000 and will be spent on various projects, namely; universal library service, service to the under-served, area reference and any other worthy projects that the system formulates.

CETA

A letter was read from the City Manager stating the new guidelines for hiring CETA employees. Department heads have to submit various projects and state the length of time they will last in order to qualify for funding. The City Librarian reported that some of the projects that he would sumit would be, inventorying the library collections, various tasks that should be done for the history collection, making props for Children's services, Arts, Photography and slides and service to senior citizens.

Budget

The City Librarian reported that in the new budget he has asked that the remainder of the Westlake Library be carpeted, 120 drawers for the Westlake Card Catalog, cassette holders for Westlake and Serramonte, 2 posture chairs and 2 return units for desks in Technical Processing, Redwood Directional signs, bulletin boards and a utility table.

Reports

The reports were distributed.

Adjournment

The meeting adjourned at 9:30 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
April 19, 1977

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Gertrude Kendree, Sara Kelechava, Virginia Tierney and the City Librarian

MEMBERS ABSENT: None

MINUTES: Gertrude Kendree moved that the minutes of the meeting of March 8, 1977 be accepted as submitted, Sarah Kelechava seconded, motion carried.

OLD BUSINESS

CAPITAL OUTLAY ITEMS ON 1976-77 BUDGET

It was reported that there was $750 in the 1976-77 capital outlay budget for Bayshore lights in the parking lot but so far this has not been done. The amount budgeted for new lights in the John D. Daly Library was $1400.00 and the lights have been ordered, but this project is not yet finished. $6300.00 has been alloted for a sprinkler system in the basement of the Westlake Library which has not been completed. These three items are part of the capital budget for the Public Works Department.

$200.00 was set aside for clocks on the Serramonte furnace, but this is still pending. The dictionary stands for the Serramonte Library are now in use. The lettering on the south side of the Serramonte Library has been ordered. The dedication plaque is in place. The Community Room in the Westlake Library has been carpeted along with the room behind the charging desk and the office. An atlas case has been purchased and is now in the Serramonte Library and in use. The upholstered chairs were ordered and have arrived. The charging desk chair for the John D. Daly Library and the bulletin board for the Westlake Library have not yet been ordered.

The Board expressed their appreciation for the work that had been accomplished, but they felt the parking lights at Bayshore should be installed as soon as possible.

L.S.C.A. GRANTS TO THE PENINSULA LIBRARY SYSTEM

In reviewing the imbalance of service that exists within the PLS System, the City Librarian reported that the County has a contract with Daly City and Redwood City to provide library service where there are no libraries, thus the imbalance is reduced. Burlingame and Menlo Park, however, have declared that they have an imbalance of service that has been caused by their system membership. To correct imbalances, Mr. George Rilley, Director of

Community services for San Mateo County, is working on a formula similiar to that used by other county agencies that overlap. The City Librarian was asked to keep the Board informed.

The City Librarian reported that the Community Information File (LSCA) Project had been renewed but not for the full amount that was requested. The Reference Demonstration Project was renewed. The Outreach Project and the Survey Project were not granted LSCA funds.

CORRESPONDENCE

A letter from the Serramonte Homeowners announced a gift of $100.00 to be used for the Serramonte Library. The Chair asked the City Librarian to write a letter thanking the Serramonte Homeowners.

A letter from Albert Teglia regarding the method of appointing board members was read.

A letter of Ethel Crochet, State Librarian, announced that the Library Services bill had been introduced by Senator Dunlap. It will be heard by the Education Committee in the second week of May.

NEW BUSINESS

CLA LIBRARY BOARD APPOINTMENT

It was announced that that Virginia Tierney, who is a member of the Library Board, has been appointed to the Board of the new chapter of CLA for Library Board members.

REVIEW OF "HOW TRUSTEES CAN SECURE PUBLIC FUNDS"

An article entitled "How Trustees Can Secure Public Funds" that was published in the Library Scene for September, 1976 was reviewed. The article is concerned with means that library boards can use to secure funds that will augment the library's budget.

REPORTS

Reports were distributed and noted.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:15 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY PUBLIC LIBRARY
Board of Trustees
Agenda
May 17, 1977

I. Roll Call

II. Minutes

III. Old Business

A. 1977-78 Budget
B. Senate Bill 792

IV. Correspondence

A. Request from Santa Clara County Library
B. Serramonte Newsletter, April 1977
C. Administrator's Digest, April 1977

V. New Business

A. Equipment Policy
B. Loan Periods

VI. Reports

VII. Adjournment

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
May 17, 1977

MEMBERS PRESENT: Ana Maria Horta, Gertrude Kendree, Sara Kelechava, Virginia Tierney and the City Librarian

MEMBERS ABSENT: Michael Cooney

MINUTES: Chair motioned was there any corrections of the minutes of the last meeting. There was none. Minutes were approved as submitted.

OLD BUSINESS

Capital outlay items on 1977-78 Budget

It was reported that fixtures for the lights in the parking lot at Bayshore and the new light fixtures for the John Daly Library are here, but due to the large amount of work pending, it may take six to nine months to finish.

It was also pointed out that the City Council will hear all budget requests in meetings that will be open to the public. The members of the Library Commission are invited to participate in the hearing of the Library's requests and the City Manager's recommendations. A review of each line item of the Budget familiarized the Board members with the requests and the City Manager's recommendations.

Senate Bill 792

The City Librarian suggested to the Commission that a letter be sent to Senator Gregerio requesting his support of S.B. 792; he also asked that a letter be sent to the members of the Senate Finance Committee.

Correspondence

There was an article in the Serramonte Newsletter, April 1977, regarding safety of the children at the Serramonte Library.

Some Commission suggestions were, speed bumps and one-way arrows for directing traffic. Ms. Horta moved that a letter be drafted expressing the Commission's concern to the Recreation Department and recommended a traffic study. The motion was seconded and passed.

Items from the Administrator's Digest indicate that the amount of the library's budget that is spent for periodicals is increasing annually. Another article announced the publication of the periodical, Action, for school students who are poor readers.

NEW BUSINESS

Audio-Visual Equipment

In past policy, the Daly City Public Library has loaned Audio-Visual Equipment to organizations, but with devastating effects.

Since there is currently no Equipment Policy, Mr. Chandler asked for suggestions as to what should be done. The Board asked that a policy be formulated that would call for:

1. No more lending out audio-visual equipment at all.

2. If an organization, etc., wants to use the equipment, they must use it at the library.

3. Ask the City Attorney to draft a letter making whoever has the equipment responsible for any damage.

All commission members agreed that no loans on audio-visual equipment will be made until there is a policy drawn up.

Reports

Reports were distributed and noted.

Adjournment

There being no further business, the meeting was adjourned at 9:20 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
June 21, 1977

MEMBERS PRESENT: Ana Maria Horta, Sarah Kelecheva, Virginia Tierney and the City Librarian

MEMBERS ABSENT: Michael Cooney and Gertrude Kendree

MINUTES: The minutes of the May 17, 1977 meeting were approved as submitted.

OLD BUSINESS

Senate Bill 792

The City Librarian gave a report on the status of S.B. 792. As of this date, the bill has passed the Finance and Education Committees, and has passed in the Senate, 27 to 1. It will go to the Assembly in August.

It was mentioned that both Senator Gregorio and Senator Foran voted for the bill. Excerpts from a letter regarding S.B. 792 by Jim Henson, PLS Coordinator, were read. Passage of S.B. 792 will help to reimburse libraries in PLS.

Equipment Policy

A tentative policy statement regarding Audio-Visual materials was discussed. It was decided, however, that a final policy decision would not be made until a future date. A more definite division between what is material and what is equipment is needed. It was felt that equipment should be limited to library use only.

Correspondence

A letter to Wilson's Library Bulletin was read, bringing to the attention of all present the difficulties encountered by a Beverly Hills resident in obtaining a library card. It illustrated the difficulties experienced by patrons in multijurisdictional regions.

NEW BUSINESS

H.C.D.A. Task Force

Daly City is receiving over $1,000,000.00 in H.U.D. money, with the provision that it be used within a specific time period. The purpose of the Task Force is to discuss how to spend the funds. Don Fleming has been

appointed coordinator, and three people have been assigned to work on the Task Force full time. They are: Edward Tomasello, Betty Clack and Fred DeJarlais. Others on the Task Force (among them the City Librarian) will be spending 30% of their time on it between now and August. Various board chairmen within Daly City will also be asked to work with the Task Force. Mr. Cooney has appointed Virginia Tierney to represent the Library Board. Mrs. Kelechava moved that the appointment be approved. Ms. Horta seconded the motion. Motion was passed.

Budget

In an attempt to bring down the tax rate in Daly City, several departments will be experiencing budget cuts. Because of this, two library positions currently vacant will not be filled during 1977/78.

CETA

A total of ten CETA employees is being allowed to the Library department. Currently five prospective people are being considered by the City Manager, who makes the final appointment.

Sunday Openings

The possibility of opening the Westlake library on Sundays was discussed. The proposal was to staff the library with CETA personnel on the Sunday shift. It was decided that the Sunday opening would not be practical at this time, since the CETA funding might not be available at the end of the year. Without the extra CETA personnel, it was felt that the regular library staff would not be able to carry on the extra scheduling, and it would present problems with the public after they had become used to the extra convenience.

County Survey

San Mateo County is conducting a survey with the ultimate goal of enlarging their headquarters facility in Belmont. City librarians throughout the county are being asked for input on the project. Participation by the City Librarian has been approved by the Daly City City Manager. Approval of the Board of Trustees is also necessary. Unanimous approval was given.

Copy Machine

Mrs. Tierney inquired what progress has been made in obtaining a new copy machine for the Serramonte library. Mr. Chandler replied that we need an additional $700.00 for a "dry copy" machine, and has requested this additional funding from the City Council. It is hoped that the amended amount will be approved.

Service to the Underserved

Sue ~~Reichman~~ Reiterman and Patricia Creighton were commended by a patron for their exceptional services to outreach patrons.

Reading Room at Westlake Branch

The Community Room in the Westlake library is being used by many patrons. It seems to be appreciated by many people.

The mural in the Community Room should be completed in about two weeks.

Reports

Reports were distributed and noted.

Adjournment

Since there was no further business, the meeting was adjourned at 8:45 P.M.

Samuel C. Chandler, City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
July 19, 1977

MEMBERS PRESENT: Ana Maria Horta, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and John Sullivan, Acting City Librarian

MEMBERS ABSENT: Michael Cooney

MINUTES: The minutes of the June 21, 1977 meeting were approved as submitted.

OLD BUSINESS

Mural in Westlake Library

The mural in the Community Room of the Westlake Library is almost completed. It is hoped that completion will be within the next two weeks.

A formal presentation of the mural is planned, with a tentative date of September.

Audio-Visual Policy and Equipment Policy

Tentative policy statements regarding audio-visual materials and equipment have been prepared by the City Librarian. These statements, together with suggested amendments by the City Attorney, were presented to the Board members.

It was decided that discussion about the policy statements would be postponed until Mr. Chandler and Mr. Polonsky have an opportunity to confer. The policy statements will be placed on the agenda of the next regular meeting of the Board.

CORRESPONDENCE

Letter from Senator John Foran

A letter from Senator Foran regarding S.B. 792 was read to the Board by Mr. Sullivan. Senator Foran stated that he voted for the bill when it was heard and passed on the Senate Floor on June 21.

Mrs. Kendree suggested that the Board send another letter regarding S.B. 792 to members of the Assembly before the bill is presented in August. It was decided that the Board would direct the City Librarian to write to some of the Assembly members.

Letter from City Clerk

A letter from the City Clerk was read, confirming the reappointment of Michael Cooney to the Library Board of Trustees until June 30, 1980.

Letter from American Library Association

Mrs. Kendree presented a letter which she received from ALA regarding renewal of membership in the Association. The letter will be referred to the City Librarian.

NEW BUSINESS

Election of Officers

Ms. Horta moved that Michael Cooney be reelected to the office of president for the 1977-78 fiscal year. Mrs. Kendree seconded the motion. Motion was passed unanimously.

Mrs. Kendree then moved that Sarah Kelechava be reelected to the office of vice-president for fiscal year 1977-78. Motion was seconded by Ms. Horta, and passed unanimously.

Reports

Reports were distributed. It was noted that overall circulation has increased during the past year.

Adjournment

Since there was no further business, the meeting was adjourned at 8:15 P.M.

John J. Sullivan

John J. Sullivan, Acting City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
August 16, 1977

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Sarah Kelechava and the City Librarian

MEMBERS ABSENT: Gertrude Kendree and Virginia Tierney

MINUTES: It was moved by Ms. Horta and seconded by Mrs. Kelechava that the minutes of the meeting of July 19 be approved as submitted. Motion was passed.

OLD BUSINESS

Lighting at John D. Daly and Bayshore Libraries

The City Librarian reported that work on these projects should commence later in August or during the early part of September. The lights have been purchased.

Mural in Westlake Library

A few finishing touches will complete the mural in the Community Room of the Westlake Library. Mr. Chandler reported that the Mayor has expressed a desire for the Library Board and the Friends of the Library to take the lead in arranging for a dedicatory service. During a discussion, the Board expressed a desire for the senior citizens groups of Daly City to be included in the festivities.

Equipment Policy and Audio-Visual Policy

The tentative Equipment and Audio-Visual Policies were presented to the Board. It was pointed out that the wording included the amendments suggested by the City Attorney. It was moved, seconded and passed to accept the policy statements as presented, with the following changes:

Equipment Policy

The last sentence in Paragraph 2 shall read as follows:
The rules and regulations of the City shall govern the use of equipment by the residents of Daly City.

Audio-Visual Policy

The last paragraph shall be deleted, and the first sentence of the policy shall have the following added: according to the circulation rules of the Daly City Library.

1977/78 Budget

Copies of the Daly City 1977/78 Budget were distributed to the Board members.

CORRESPONDENCE

Communication from Daly City Task Force

The City Librarian introduced Betty Clack, Assistant City Planner, a representative of the Task Force that is planning a new multipurpose center which will include facilities for relocating the John D. Daly Library. Ms. Clack said that while four sites were considered by the Task Force, the one north of the War Memorial Building seems most desirable. She said that the amount of $391,000.00 will be needed for the project, and construction is on a three-year plan. She said the Task Force would appreciate a statement from the Library Board in support of the project.

A discussion ensued regarding the need for a larger library in the area. The possibility of making a historical landmark of the present John D. Daly Library was mentioned. Mr. Chandler said that matters pertaining to the preservation of historic buildings will probably be turned over to the Arts and History Commission.

Discussion regarding funding, floor plans, accessibility for handicapped persons, etc. followed. The chair directed that a special meeting of the Library Board be held in order that absent members could approve of a resolution regarding relocating the John D. Daly Library in the multipurpose building.

Letter from State Library

A letter received from the State Library was read. The letter stated that S.B. 792 has passed on the Senate Floor, and now goes to the Ways and Means Committee. It was explained, also, that some changes have been made in the original bill. One amendment will make it mandatory to adopt universal borrowing if a library belongs to a System.

Letter to Louis J. Papan

A letter to Louis Papan urging him to support S.B. 792 was read.

Letter from ALA

A letter from ALA, regarding membership, received by Mrs. Kendree, was read to the Board. Mr. Chandler also read his reply to this letter, in which he explained that the President of the Board is always a member of ALA. Thus membership changes periodically.

Letter from CALTAC

A letter containing membership applications received from California Association of Library Trustees & Commissioners was distributed to Board members. Since all Board members are members of CLA, all will also be enrolled as members of CALTAC.

Letter from Villa Sanitarium

A thank you letter from Villa Sanitarium for books given in the name of the Friends of the Library was read to the Board by Mr. Chandler.

NEW BUSINESS

Activities of Myron Gershenson

The City Librarian spoke of the slide shows and photography of Mr. Gershenson, and the fact that he has on several occasions prepared programs for outreach patrons. The Board agreed that a letter should be written by the City Librarian thanking Mr. Gershenson for his outreach work.

Ethnic Services Task Force

An Ethnic Services Task Force is being formed by the California State Library. Mr. Chandler told the Board that two people have been nominated by PLS for membership on this Task Force. They are Mary Frances Johnson and Verna Teglia.

Reports

Reports were distributed and noted.

Adjournment

The meeting was adjourned at 9:30 P.M. Board members will be informed when a date has been decided upon for the special meeting which is planned.

Samuel C. Chandler, City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of Special Meeting
August 25, 1977

MEMBERS PRESENT: Michael Cooney, Ana Maria Horta, Sarah Kelechava, Gertrude Kendree, Virginia Teglia and the City Librarian

MEMBERS ABSENT: None

The special meeting of the Library Board of Trustees was called to order by Mr. Cooney at 7:30 P.M.

OLD BUSINESS

Mural in Westlake Library

The mural in the Community Room of the Westlake Library has been completed.

It was moved, seconded and passed to set the date for dedication of the mural for Saturday, September 24, 1977. The time was tentatively set for 11:30 A.M. A program is planned, and it was requested that the City Librarian contact people who may be available to participate.

NEW BUSINESS

Relocating of John D. Daly Library

The following resolution was moved by Mrs. Tierney and seconded by Ms. Horta:

The Library Board of Trustees endorses the concept of relocating the John D. Daly Library within the redevelopment area and cooperating with the Task Force to this end.

The motion was passed unanimously.

Adjournment

Since there was no further business to discuss, the meeting was adjourned at 8:15 P.M.

Samuel C. Chandler, City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
September 20, 1977

MEMBERS PRESENT: Michael Cooney, Gertrude Kendree, Virginia Tierney and the City Librarian

MEMBERS ABSENT: Ana Maria Horta and Sarah Kelechava

MINUTES: The minutes of the meetings of August 16, 1977 and August 25, 1977 were approved as submitted.

OLD BUSINESS

Dedication of Mural in Westlake Library

The Board was informed by the City Librarian that the dedication of the mural at the Westlake Library is scheduled for September 24, 1977 at 11:30 A.M. All members of the City Council are planning to attend, and refreshments will be served by the Friends of the Library. A plaque which is being placed in the Community Room at Westlake was shown to the Board.

Legislation on S.B. 792

Mr. Chandler reported on the status of S.B. 792. It has passed the legislature and has been referred to Governor Brown. The Chair directed the City Librarian to contact the governor by telegram, requesting that he sign the bill.

County Survey

Mr. Jay Gellert is in charge of a survey being conducted by San Mateo County with regard to their library facilities. The library headquarters at Belmont has become very crowded and hopefully a solution to the problem will be reached as a result of this survey. In addition to the crowded conditions at their headquarters, it is felt that eight county branches are in need of expansion. The use of these branches by patrons is being surveyed, and some consideration is being given to asking individual cities of the county to assume some responsibility for these branches.

Revenue Sharing

A letter from the City Librarian to Ron Mitchell, Assistant to the City Manager, was read to the Board. In his letter, Mr. Chandler explained that $56,250.00 is needed from Revenue Sharing Entitlement Nine in order to

maintain the $70,000.00 essential to the library budget. He suggested that a letter to the City Manager from the Library Board of Trustees might be helpful in explaining the library's need to maintain an annual budget of $70,000.00.

Community Center

Plans for the new community center were discussed briefly. In the General Plan of March 31, 1977, there are a number of items pertaining to library facilities. They are: a new Reference Collection at John D. Daly Library; Bookmobile; and relocating John D. Daly Library.

NEW BUSINESS

L.S.C.A. Funding

The Peninsula Library System is asking for L.S.C.A. funds for a Reference Project, the Community Information File, and for its Outreach Program. An amount of $3,000,000.00 will be distributed throughout California, and the deadline for filing with ABAG is October 10, 1977.

Library Tours

A suggestion has been made by the Mayor of Daly City to invite people of the area to tour our library facilities. The Library Board expressed its approval of this activity.

CLA Conference

The CLA Conference will be held in December at the San Francisco Hilton. More information will be mailed shortly.

League of Cities Conference

The League of Cities Conference will be from September 25 to September 28 at the Hilton. Daly City will sponsor a hospitality room at the Sir Francis Drake Hotel, where Board members will be welcome.

Virginia Letsinger Fund

It was decided that a fund should be established with the purpose of purchasing a book for the library in the memory of Virginia Letsinger. Mr. Chandler agreed to contact the Friends of the Library, asking them to assist in the collecting of donations.

Book Fair

Mrs. Tierney announced that the Book Fair will be held on October 1, 1977 at the Westlake Shopping Center Mall. Flyers are being distributed, and there has been television coverage of the event.

Reports

Reports were distributed and noted.

Adjournment

The meeting was adjourned at 9:25 P.M.

Samuel C. Chandler
City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of Meeting
October 18, 1977

Since a quorum was not present, the regular meeting scheduled for this date could not be held. For the information of the members who were present, the City Librarian discussed some pertinent items.

Multipurpose Building

The proposed new multipurpose building was discussed at the City Council Meeting of October 10. However, no decisions were made. Further studies will be conducted, with decisions being held over until November 7, 1977.

A letter from the City Librarian to Betty Clack regarding projected needs of the new library was read to the Board. The estimated size of the new multipurpose building is 25,000 square feet. If the new library is contained within this building, 6,000 square feet will be requested.

Books and Materials Budget

A meeting is scheduled for this week, at which the 1977/78 funding for books and materials will be discussed. If the 1977/78 budget is limited to $56,000.00, the City Librarian may find it necessary to request additional funding at a future date.

CLA

There is a registration deadline of November 1, 1977. Discussion ensued on whether all Board members should be pre-registered. It was decided to contact those members who were absent regarding registration.

CORRESPONDENCE

Letter from Girl Scouts

A letter from Marilyn De Truidi stated that a presentation of new Girl Scout books is scheduled for November 5. The books will be presented to the Library Board. The ceremony will be held at the Westlake Shopping Center Mall.

Letter from Ursula L. Guiriba

Appreciation was expressed for the high quality of assistance and service rendered by Rose Marie Kraus, librarian at John D. Daly Library. A copy of the letter has been forwarded to Miss Kraus.

Letter from County Manager's Office

A letter has been received from the San Mateo County Board of Supervisors regarding the county survey of library services. A meeting is scheduled for October 19, at which time the survey team will discuss various aspects of cooperation between libraries of PLS. Mr. Chandler will keep the Board informed of developments on this study.

NEW BUSINESS

Report on Use of Community Rooms

New concepts in librarianship are developing, in which the library is becoming more and more a community center. Community rooms in libraries are becoming more common. With this in mind, discussion was held on new problems which are beginning to present themselves.

The issue of whether there should be a control of who is granted use of such facilities in the Daly City libraries was discussed. It was generally agreed that such facilities should be made available to all, with final decisions made by the City Council.

REPORTS

Reports were distributed and noted.

ADJOURNMENT

The meeting was adjourned at 9:25 P.M.

Samuel C. Chandler

Samuel C. Chandler, City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
November 15, 1977

MEMBERS PRESENT: Gertrude Kendree, Sarah Kelechava, Virginia Tierney and the City Librarian

MEMBERS ABSENT: Michael Cooney and Ana Maria Horta

MINUTES: Minutes of the meetings of September 20 and October 18 were approved as submitted.

OLD BUSINESS

Annual Conference of California Library Association

All members of the Board will be pre-registered for the CLA Conference.

San Mateo County Library Survey

The San Mateo County Library Survey Committee must file its report by December 1, 1977. At its request, several committees of PLS are meeting to study options that may be suggested. The report will touch upon new ways to handle reference work and technical processing.

One of the options being studied is to contract with Bro Dart for county-wide technical processing. Another option that is being studied is to create a library district, with the County Library and the various city libraries as members.

Multipurpose Building

Presently the representatives of the City are meeting with the property owners, to come to terms in order that the land may be purchased.

Books and Materials Budget

The lack of funds in this account was brought up. It is hoped that an unbudgeted reserve of $15,000.00 may be appropriated at a future date to give the Library $70,000.00 for the 1977/78 fiscal year.

CORRESPONDENCE

Letters describing plans at Daly City libraries for Christmas programs for the children were read to the Board by the City Librarian.

Letter from Nancy Holland

"A Christmas Happening" is being planned at Westlake Library. Mrs. Holland submitted a suggestion that a paperback book be presented to each child.

Letter from Linda Saltzer and John Sullivan

A letter described the expanding children's program at Bayshore Library. Story hour plans are being formulated, and it is hoped that a crafts program for Christmas can be implemented, together with a Christmas party for the children.

Letter from Ann Lockett and Cheryl Johnson

Christmas crafts are being planned at Serramonte Library. The crafts will be geared to tree trimming and other decorating.

The Board expressed its approval of the various Christmas programs. However, it was felt that the use of City funds should be on a one-time only basis. The City Librarian was instructed to seek City Council approval for the use of City funds for the suggested children's programs.

California Library Services Board

An explanation of the California Library Services Board and its functions was given by the City Librarian. Councilman Kyriakis and many other people have suggested to the Governor and the Legislature that Verna Teglia be appointed to this board. With this in mind, Library Board members agreed to write letters of recommendation to the Governor, Senate Rules Committee, and/or the Speaker of the Assembly.

NEW BUSINESS

Copyright Law of the United States

The City Librarian reviewed articles explaining how the new copyright law would affect the use of copy machines in libraries. ALA has promised to provide more information and suggestions of practices that will help libraries conform to the law.

Duty Statements: Librarian I, Library Assistant II, Library Assistant III

A revision of the duty statements for Librarian I, Library Assistant II, and Library Assistant III has been recommended to the City Manager and the Personnel Board. On December 8, 1977, the Personnel Board will consider this matter. It is expected that a hearing will be set for some time in January.

Use of Community Room

The increase of the use of the Community Room in the Serramonte Library was discussed. Some Board members expressed their belief that use of the Community Room should be confined to library related activities.

Reports

Reports were distributed and noted. There was a substantial increase in the circulation at Westlake Library.

Date of Next Meeting

It was moved, seconded and passed that the December meeting be waived. The next regular meeting is scheduled for January 17, 1978.

Adjournment

The meeting was adjourned at 10:00 P.M.

Samuel C. Chandler
City Librarian

1978

Daly City Public Library
Board of Trustees

January 17, 1978

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. Duty Statements: Librarian I, Library Assistant II, Library Assistant III

B. Results of the San Mateo County Survey

C. The National Copyright Law

D. Capital Budget

IV. Correspondence

A. Letter from Honorable Leo T. McCarthy

V. New Business

A. Materials Selection Procedure

B. Gift from Friends of the Library

VI. Reports

A. Report of the CALTAC Meeting: Mrs. Tierney

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
January 17, 1978

MEMBERS PRESENT: Michael Cooney, Sarah Kelechava, Gertrude Kendree and the City Librarian

MEMBERS ABSENT: Ana Maria Horta and Virginia Tierney

MINUTES: The minutes of the meeting of November 15, 1977 were approved as submitted.

OLD BUSINESS

Duty Statements: Librarian I, Library Assistant II, Library Assistant III

Duty statements for Librarian I, Library Assistant II and Library Assistant III have been revised and were approved by the Personnel Board on January 12, 1978. Copies of the revised duty statements were distributed to the Board members. Discussion followed on the various job classifications within the Library branches and the duties involved within these classifications.

The duty statements for City Librarian, Librarian III and Librarian II will also be reviewed by the Personnel Department. Mr. Chandler will keep the Library Board of Trustees informed of further developments.

Results of the San Mateo County Survey

As the San Mateo County Library Survey progresses, emphasis is being placed on the enlargement of certain branch libraries rather than Headquarters. A proposal will be presented to the PLS Board by George Riley, Director of Community Services for San Mateo County, which may call for placing County materials in the various independent city libraries of the County. Mr. Riley will take his proposals to the County Board of Supervisors on January 26, 1978.

The National Copyright Law

In compliance with the new copyright law, Title 17 of the U.S. Code, signs are being placed near all copy machines in public libraries in order that the public may be made aware of possible infringements. Samples of these signs were displayed to the Board by Mr. Chandler.

Capital Budget

Funding in the Capital Budget allows for completion of the carpeting at Westlake Library. Samples of patterns were displayed. It was unanimously agreed by Board members that final decision on the pattern to be used should be made by staff members at Westlake Library.

A copy machine will be purchased in the near future for the Serramonte Library. Funds for this purchase are being provided by Friends of the Library, City of Daly City, and the Peninsula Library System.

CORRESPONDENCE

Letter from Honorable Leo T. McCarthy

A letter from the Honorable Leo T. McCarthy stated that Verna Teglia has been appointed for a four-year term to the California Library Services Board.

Library Fund for Books and Magazines

A resolution has been passed by the City Council bringing the Library Fund for Books and Magazines back to a total of $70,000.00.

Letter to Ed Lyons

A letter to Ed Lyons of the City Manager's Office describing the accomplishments of the Library Department during 1977 was read to the Board. The information in this letter will be contained in the annual report to the people of Daly City.

The circulation figures passed 500,000 for the first time. The mural at the Westlake Library has been instrumental in spurring other cities to cooperate with the San Mateo Arts Council in the creation of works of art throughout the County. And there has been an increase in the use of the libraries for community purposes.

NEW BUSINESS

Materials Selection Procedure

The book selection procedure has been revised in order to achieve more efficiency. The new Materials Selection Procedure was read to the Board by Mr. Chandler. Materials selected by the book selection committee (all the professional librarians) will be referred to a review committee. This committee will reconcile the selections with the budget, with needs, etc. and refer them to the business office for purchase. The rotation of persons on the review committee was suggested by Mr. Cooney.

Gift from Friends of the Library

A display case is being purchased by the Friends of the Library for the Serramonte Branch. They also plan to purchase a ship model in honor of Arthur Armitage, to be placed in the display case.

REPORTS

Report of the CALTAC Meeting: Mrs. Tierney

Mrs. Tierney's report of the CALTAC meeting was read to the Board by the City Librarian.

Library Reports

Reports were distributed. It was noted that the circulation figures for the four Daly City libraries were 3,000 better in 1977 than in 1976.

ADJOURNMENT

The meeting was adjourned at 10:15 P.M.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees

February 21, 1978

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. San Mateo County Survey
B. Carpet for Westlake Library

IV. Correspondence

A. Letter from Charlotte Drucker
B. Letter from Nancy W. Percy, Assistant State Librarian

V. New Business

A. 1977 Annual Report
B. CLA Draft Statement of Professional Responsibility for Librarians (California Librarian: January, 1978)

VI. Reports

VII. Adjournment

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
February 21, 1978

MEMBERS PRESENT: Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian

MEMBERS ABSENT: Michael Cooney and Ana Maria Horta

MINUTES: The minutes of the meeting of January 17, 1978 were approved as submitted.

OLD BUSINESS

San Mateo County Survey

The City Librarian reported that George Riley of the County Manager's office has asked that the study of the San Mateo County Library be continued under the guidance of the County Librarian. Recommendations of the involvement of the Peninsula Library System in the County Library program will be made later. Mr. Riley also reported that constructing libraries in Pacifica, Atherton and Belmont is of great priority.

Carpet for Westlake Library

The carpeting in the Westlake Library will be installed by Monroe Schneider Associates. As there will be a surplus of budgeted funds after installation costs, the City Librarian proposed that the extra funds be used to carpet the Business Office at the Serramonte Library. The suggestion was approved unanimously.

Display Case in Serramonte Library

The display case purchased by the Friends of the Library has been placed in the Serramonte Library. A plaque indicating date of the gift is being made for the case. A ship model (17 inches long and 12 inches high) has been ordered, and will be installed within the display case in memory of Arthur Armitage.

A print of a clipper ship (21 inches by 28 inches) will be ordered for Westlake Library in honor of Arthur Armitage.

CORRESPONDENCE

Letter from Charlotte Drucker

The funders of the San Mateo County Historical Association have conducted a book sale. A letter of thanks was received for the donation of a collection of the works of Charles Dickens.

Letter from Nancy W. Percy, Assistant State Librarian

A letter from Nancy W. Percy regarding universal borrowing was read by the City Librarian. All PLS city libraries are represented on the various committees studying the implementing of CLSA. The letter stated that contracts similar to that between Daly City and San Mateo County would not be upset by universal borrowing.

NEW BUSINESS

1977 Annual Report

Copies of the Daly City Library Annual Report for 1977 were distributed. It was noted that the circulation figures for juvenile material went down, but the overall circulation figures for the four branches had risen.

Westlake Library still has the largest circulation of the four Daly City Libraries.

CLA Draft Statement of Professional Responsibility for Librarians (California Librarian: January, 1978)

Several public libraries have asked that the tests given by the State Testing Bureau be revised. Mr. Chandler emphasized the importance of testing for competency when hiring professional librarians.

Duty Statements

The revised duty statements for Librarian I, Library Assistant II, and Library Assistant III have been approved by the City Council.

The Personnel Board is considering removal of the word "accredited" from the educational requirement sections of all Civil Service positions.

A union grievance has been filed against the City, stating that Daly City has violated its agreement with CETA. Hearings will be held in March.

Jarvis-Gann Tax Limitation Initiative

The Jarvis-Gann Initiative and its possible effects on city services was discussed. The passage of the bill would mean a reduction of approximately seven billion dollars in taxes, and cities would come to a standstill. In Daly City, the water, police and fire departments would be the last services to be cut. The recreation and library departments would probably be the first to be closed down.

The Behr bill would be a less drastic measure, but has a 5% tax on all property that is sold.

REPORTS

Certificates of Appreciation

Mrs. Tierney reported that 12 Certificates of Appreciation have been issued by the Friends of the Library. One has been given to Ernest Pazzolla for his supporting efforts in regard to the Library.

Library Reports

Reports were distributed and noted.

ADJOURNMENT

The meeting was adjourned at 9:15 P.M.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees

March 21, 1978

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. Carpet at Westlake and in the Business Office

B. 1978-79 Budget

C. Decisions of the Personnel Board

1. Librarian I, Librarian II, Librarian III

2. Promotional Examinations

IV. Communications

A. Letter from Workshop Committee of the Peninsula Library System

V. New Business

A. Librarian I

B. Library Assistant II

C. Aides, Monitors, Pages

VI. Reports

VII. Adjournment

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
March 21, 1978

MEMBERS PRESENT: Michael Cooney, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian

Also Present: Councilman James Tucker

MEMBERS ABSENT: Ana Maria Horta

MINUTES: The minutes of the meeting of February 21, 1978 were approved as submitted.

OLD BUSINESS

Carpet at Westlake and in the Business Office

The new carpeting is currently being installed at the Westlake Library. Because it did not cost as much as was budgeted, carpeting will also be installed in the business office at the Serramonte Library.

1978-79 Budget

The City Librarian presented a brief outline of the budget requests for the 1978-79 fiscal year. Upon receiving it, the Department of Finance will preview it and meet with the Department Head and make recommendations. The next step calls for the City Manager to meet with the Department Head and make his recommendations. After this, the City Council reviews the budget in a public hearing. The final step calls for the City Council to adopt the budget.

Catalog Card Units for Westlake Library

Mr. Chandler stated that additional catalog card units have been ordered for the Westlake Library, and an additional new bulletin board is also being ordered.

Decisions of the Personnel Board

A. Librarian I, Librarian II, Librarian III

The education requirements on duty statements for all City positions have been revised, deleting the word "accredited" and adding the words "or equivalent."

Discussion ensued on how this will affect the qualifications for persons applying for Librarian positions. It was agreed by all present that testing for these positions should be carefully screened so that the tests given reflect the work that will be done.

B. Promotional Examinations

The policy of giving no promotional examinations will continue for another year.

COMMUNICATIONS

Letter from Workshop Committee of the Peninsula Library System

A letter from the PLS Board of Directors has been received, suggesting a workshop for trustees of the various libraries in the system. The workshop would be sponsored by PLS, and would cover a variety of subjects relating to what PLS has accomplished so far and what still needs to be done.

A tentative date of May 13, 1978 has been set. However, since the Book Fair of the Friends of the Library is on that day, it will not be a satisfactory date for Daly City. Mr. Chandler will inquire whether the date can be changed, and will keep the Board informed of developments.

The workshop has been projected for three hours, and since it was agreed by all present that this would not allow enough time for discussion on the various subjects, the Board directed Mr. Chandler to report that it feels the workshop should be longer than three hours.

Letter of Thanks to Friends of the Library

Chairman Michael Cooney recommended that a letter of thanks be written to the Friends of the Library for the round display case donated to the Serramonte Library and the art print "Tall Ships" donated to the Westlake Library in memory of Arthur Armitage.

NEW BUSINESS

Librarian I

The examination for Librarian I has been completed. Out of 108 applications received, 25 persons have passed the written and oral portions. One appointment will be made at the present time from this list.

Library Assistant II

The written test and typing test for this position have been completed. Oral interviews have been scheduled for April 4 and 5.

Aides, Monitors, Pages

Examinations for the positions of Aide, Monitor and Page are being scheduled. The present lists have expired.

REPORTS

Reports were distributed and noted.

ADJOURNMENT

The meeting was adjourned at 9:15 P.M.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees
April 25, 1978 7:30 P.M.

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. 1978/79 Budget

B. Capital Budget purchases

C. Workshop of Trustees of the Peninsula Library System Libraries

D. New Appointments

IV. Correspondence

A. Letter from James Henson, PLS

1. Material from 1976/77 California Library Reports
2. 1977/78 Reference Study

B. Letter from Ana Maria Horta

C. Letter from Gertrude Kendree

V. New Business

A. Jarvis-Gann Budget

VI. Reports

VII. Adjournment

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
April 25, 1978

MEMBERS PRESENT: Michael Cooney, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian

MEMBERS ABSENT: Ana Maria Horta

MINUTES: The minutes of the meeting of March 21, 1978 were approved as submitted.

OLD BUSINESS

1978/79 Budget

The budget requests for the various departments of the City are being reviewed by Ron Mitchell, Assistant to the City Manager, who will make his recommendations to the City Manager.

In response to a question, it was noted that the amount of $79,000.00 has been requested for the book budget, while an 8% increase was requested in other accounts to cover inflationary costs.

Capital Budget Purchases

The carpeting has been installed at the Westlake Library and in the business office of the Serramonte Library.

Four new card catalog cabinets are being purchased for the Westlake Library, replacing the ones presently being used for the files of borrower's cards, so they may be used to add to the card catalog.

A new bulletin board is also being purchased for Westlake. This will give Westlake Library two bulletin boards in addition to the one in the entrance foyer.

Workshop of Trustees of the Peninsula Library System Libraries

A letter from Mrs. Patti Bergsing of Burlingame Public Library stated that the scheduling of a workshop of PLS trustees would be postponed until after September. The workshop will be discussed further at the next PLS Board of Directors meeting, and Mr. Chandler will inform the Library Board of developments.

New Appointments

Nancy Holland has been appointed to the position of Librarian I.

The list for Library Assistant II has been promulgated, and an appointment will be made from that list. If a Library Assistant II is promoted to the position of Library Assistant III, there will be another opening in the Library Assistant II category.

CORRESPONDENCE

Jim Henson, PLS -- Charts

Charts pertaining to the Reference Survey (1/16/78-1/29/78) and the Circulation Survey (2/27/78-3/12/78) conducted throughout the PLS libraries were made up by Mr. Henson, and copies were distributed. The charts indicate the number of items circulated in each library, and also show the number of items checked out at the various libraries by patrons living in other PLS jurisdictions.

Excerpts from the 1976/77 California Library Reports were also distributed. The figures on these charts indicated the populations, valuations, operating budgets, and circulation figures for the various PLS libraries for the fiscal year 1976/77.

Governor's Appointments

The Governor has made his appointments to the California Library Services Board. A complete list of the people appointed will be forwarded to Board members by the City Librarian.

Letter from Ana Maria Horta

A letter of resignation from the Library Board of Trustees has been received from Ana Maria Horta. Mr. Cooney, on behalf of the Board, will write a letter to Ms. Horta, wishing her well.

Letter from Gertrude Kendree

A letter from Gertrude Kendree was read, in which Mrs. Kendree stated that she does not intend to apply for a renewal when her present appointment to the Board expires on June 30, 1978.

NEW BUSINESS

Philippine Culture Day

A Philippine Culture Day is being planned, with Cheryl Johnson, CETA Librarian I, in charge. Mr. Chandler will keep the Board informed of developments.

Jarvis/Gann Budget

In a letter to the City Manager, the City Librarian has indicated that all libraries in San Mateo and San Francisco Counties (with the exception of Daly City) are planning to provide some funds for library service in their Jarvis/Gann budgets.

A survey made of neighboring cities and their projected Jarvis/Gann budgets was distributed. The City Manager's projected Jarvis/Gann budget was also distributed. Discussion ensued. It was agreed that the closing of the Daly City libraries should not happen. Alternative solutions were discussed.

Steps to be implemented in the event the Jarvis/Gann Initiative passes:

1. The Library Board recommends that no materials will be circulated after June 7, 1978 if the Jarvis/Gann Initiative passes.

2. From June 7 to July 1, libraries will be open on regular schedule, with no materials circulating. The libraries will close on July 1 and remain closed until funds are provided.

3. The PLS office is housed in the Serramonte Library. The City Librarian was directed to talk with the City Attorney about the legality of PLS remaining there if the library is closed.

4. In regard to the Summer Reading Program, the Board does not feel volunteers should be used to maintain the program.

5. Some people are volunteering their services in the event the Daly City libraries close. The Board does not feel that using volunteers can prove satisfactory.

6. Letters objecting to the closing of the Daly City libraries are being mailed to the City Council.

The Board directed the City Librarian to inform the City Manager of its objections to the complete closing down of library services.

It was moved, seconded and passed that the Library Board direct the City Librarian to request that the Daly City Jarvis/Gann Budget proposal be reworked to provide for maintaining a minimum of 25% of the normal service.

REPORTS: Reports were distributed and noted.

ADJOURNMENT: The meeting was adjourned at 10:15 P.M.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees
May 16, 1978

AGENDA

I. Roll Call

II. Minutes

III. Old Business

Jarvis-Gann Impact

IV. Correspondence

A. Letter from California Library Services Board

B. Letter from California State Library

V. New Business

A. H.A.S. - Story Hour

B. Friends of the Library Annual Meeting

C. Friends of the Library Annual Gift

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
May 16, 1978

MEMBERS PRESENT: Michael Cooney, Sarah Kelechava, Gertrude Kendree, Virginia Tierney and the City Librarian

Also Present: Betty Martinez

MEMBERS ABSENT: None

MINUTES: The minutes of the meeting of April 25, 1978 were approved as submitted.

OLD BUSINESS

Jarvis/Gann Impact

The City is looking for alternate funding to provide for the various services, should Proposition 13 pass. At meetings on May 22 and 23, some of these sources will be discussed.

The City Librarian has been requested by the City Manager to prepare limited service budgets for consideration. Projected budgets for 30%, 32%, 40% and 50% of the 1977/78 budget were discussed.

Mr. Chandler stated that it appears that the City Council will hold hearings if Jarvis/Gann passes. He urged Board members to attend these hearings in order to tell the City Council how they feel about the importance of continuing library service.

CORRESPONDENCE

Letter from California Library Services Board

The California Library Services Board will hold its first public hearing on May 25, 1978 at the Oakland Public Library. Another hearing will be held at the Culver City branch of the Los Angeles County Library.

The purpose of these concurrent hearings is to provide the public with an opportunity to comment on the draft rules and regulations that have been suggested for adoption by the State Board. Members of the Library Board are encouraged to attend.

Letter from California State Library

Katherine Honrado, who is a member of the Library Staff, has been awarded an LSCA Minority Grant, which will enable her to enroll in the library school at San Jose State College.

Jocelyn Kohler, also of the Library staff, has also applied for a minority recruitment grant.

NEW BUSINESS

H.A.S. Story Hour

An Adult Story Hour is being sponsored by the Daly City History, Arts and Science Commission. The stories are being scheduled at Westlake Library during the noon hour on the first and third Thursdays of the month. People who attend are encouraged to bring brown bag lunches. Refreshments will also be served.

A pilot program of three story hours has been scheduled. The first will be on May 18, with Philippa Bornstein as the story teller. The second story hour will be conducted by Nancy Holland, and the third by Mr. Chandler. If these three are successful the adult story hours will be scheduled on a regular basis.

Friends of the Library Annual Meeting

The Annual Meeting of the Friends of the Library is scheduled for May 25, 1978 at the Serramonte Library. John Frantz, San Francisco City Librarian, will be the guest speaker. Also featured at this meeting will be the third annual Arts and Crafts Exhibit of the Friends of the Library.

Media Fair

A Media Fair is scheduled for May 25 at Daly City City Hall. The fair is in connection with the art work of the children of the area, which is now on display.

Friends of the Library Annual Gift

Because of the possible impact on the Library should the Jarvis/Gann Initiative pass, the Friends of the Library will wait until the incoming-outgoing meeting to decide what their gift to the Library will be for the current year.

REPORTS

Reports were distributed. It was noted that the circulation at Westlake Library is about the same as it was before the opening of Serramonte Library, and that the circulation figures for Serramonte Library are growing.

ADJOURNMENT: The meeting was adjourned at 9:45 P.M.

Samuel C. Chandler
City Librarian

BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARY

June 16, 1978

No quorum is anticipated at the regular meeting of the Daly City Board of Trustees scheduled for June 20, 1978.

This meeting will be adjourned to the next regular meeting of Tuesday, July 18, 1978.

SAMUEL C. CHANDLER

City Librarian

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of Special Meeting
June 13, 1978

The special meeting of the Daly City Library Board of Trustees was called to order by Chairman Michael Cooney at 7:45 P.M.

MEMBERS PRESENT:	Michael Cooney Sarah Kelechava Gertrude Kendree Virginia Tierney Samuel Chandler, City Librarian
NEW MEMBERS PRESENT:	Bianca Caserza Richard Walsh
MEMBERS ABSENT:	None

Special Hearings of City Council

Special hearings are being conducted by the City Council to determine what budget cuts must be made in City departments because of decreases in revenue brought about by the passage of Proposition 13.

A hearing is scheduled for Monday, June 19, at which time Library Department operations and program will be discussed.

Library Budget Projections

After conferring with the City Manager, the City Librarian prepared five budgets reflecting decreases in funding for the fiscal year 1978/79. Accordingly, Mr. Chandler presented to the Board for their approval projected budgets reflecting 85%, 75%, 50%, 35% and 25% of the current 1977/78 budget.

Discussion ensued, during which the Board attempted to outline the level of service that each of the projected budgets would allow.

The possibilities of levying fees for various services and of increasing the amount of overdue fines were discussed. However, the legality of such measures has not yet been determined.

Presentation at City Council Hearing

The City Librarian proposed the following procedure for the presentation of the Library Department at the City Council hearing scheduled for June 19:

Mr. Chandler announced that Wes Doak of the State Library and Jim Henson of PLS would be attending the Council meeting on Monday. The Board agreed that both of them should be introduced and invited to speak at the Council meeting. It was proposed and agreed that Mr. Cooney and Mr. Chandler should be asked to present the Library's requests.

Adjournment

The meeting was adjourned at 9:30 P.M.

The regularly scheduled meeting of June 20 has been cancelled. The next meeting of the Board will be July 18, 1978.

Samuel C. Chandler
City Librarian

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

AGENDA
July, 18, 1978

I. Roll Call

II. Minutes

III. Old Business

A. Budget 1978-79
B. Fees
C. Fines
D. Hours
E. Circulation

1. Change in Loan Period.
2. Renewals.
3. Telephone renewals.
4. Interlibrary loan.
5. Universal borrowing.

F. Reference

1. To Daly City residents.
2. Interlibrary reference.

G. Bayshore Parking Lot.

IV. Correspondence

A. Letter from David Griffin.

V. 1978 California Library Statistics and Directory. - held over

VI. Reports

VII. Adjournment

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
July 18, 1978

The meeting was called to order at 7:45 P.M. by Chairman Michael Cooney.

MEMBERS PRESENT: Michael Cooney, Chairman
Bianca Caserza
Sarah Kelechava
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Also Present: Donna Barnes
Linda Barnes

MEMBERS ABSENT: None

MINUTES

The minutes of the meeting of June 13, 1978 were approved as submitted.

OLD BUSINESS

Budget 1978/79

The City Council has adopted an interim budget for the months of July and August. At the end of August, the City Council and City Manager will determine the final budget for the remainder of the 1978/79 fiscal year.

All temporary and part-time employees throughout the City are being terminated effective July 28, 1978. All full-time personnel will be kept on the interim budget until the end of August. No definite determination regarding layoffs of full-time employees will be made until the final budget has been adopted.

Effective September 30, the City's contract with San Mateo County as Program Agent for the CETA program terminates, and will not be renewed. Federal regulations direct that CETA employees be laid off when City employees of a similar classification are laid off. Consequently, all CETA Library Assistants I and CETA Library Aides will be laid off as of July 28, 1978. Because of federal regulations, no students in the Y.E.P. program will be hired by the City during the summer of this year.

A letter written and signed by the permanent part-time employees of the Library Department has been submitted to the City Manager, in which the employees have protested the termination action being taken. The layoff may be affected by a court hearing scheduled for July 20 regarding the legality of the CETA layoffs.

Proposed Hours of Operation

The City Librarian presented for the Board's approval revised schedules of operation for the four library branches. The revised schedules would be effective July 29, 1978 through September 30, 1978. In the event of additional cuts in staffing, another revision in hours may become necessary. Under this proposed plan of operation, the library staff will be divided into five teams. Each team would have one professional librarian, and evening and Saturday shifts would be rotated between the teams. The proposed hours of operation are as follows:

Serramonte Branch:	
Mon and Wed	12:30 PM - 9 PM
Tues - Thurs - Fri	10:00 AM - 5 PM
Closed Saturday	
Westlake Branch:	
Mon, Wed, Fri, Sat	10:00 AM - 5 PM
Tues and Thurs	12:30 PM - 9 PM
John D. Daly Branch:	
Monday	12:00 PM - 8 PM
Tues through Fri	12:00 PM - 6 PM
Closed Saturday	
Bayshore Branch:	
Monday	12:00 PM - 8 PM
Tues through Fri	12:00 PM - 6 PM
Closed Saturday	

Mr. Walsh asked whether the change in work shifts would mean a cut in hours for some staff members. Mr. Chandler explained that staff members are in the libraries before opening time, and no cuts in time or pay are involved in this scheduling.

Proposed Circulation Procedures

The following proposals were presented by the City Librarian:

1. Loan Periods and Overdue Fines

The current 14 day loan period used for most of the circulating books and records be extended to 21 days, with a grace period of five days before overdue fines are charged. After the five-day grace period, an overdue notice would be sent to the patron and a fine of ten cents per day would be charged for each overdue item.

2. Renewals

Renewals of materials would continue, as long as there were sufficient staff to handle them. However, telephone renewals would be cancelled. Interlibrary loan renewals would be subject to the discretion

of the librarian on duty.

3. Request Cards

A charge of twenty-five cents for each request card be collected.

4. Registration and Interlibrary Loans

The present registration procedures be maintained. The procedures governing interlibrary loan, interlibrary reference, and the outreach program be continued as long as there is staff time available.

It was moved by Mr. Walsh and seconded by Mrs. Caserza that the Library Board of Trustees accept the proposals presented by the City Librarian. Motion passed unanimously. The proposals will be presented to the City Manager.

Bayshore Parking Lot

The parking lot at Bayshore Library is being leased by Daly City until 1982. It is not certain at this time whether the lease can be maintained. If the projected 50% library budget is not increased, there will not be enough funds to maintain the parking lot.

CORRESPONDENCE

Letter from David Griffin

David Griffin, Librarian I, has resigned from the Library staff. The Board directed the City Librarian to write a letter of commendation to Mr. Griffin on their behalf.

NEW BUSINESS

Election of Officers

It was moved, seconded and passed by acclamation that Michael Cooney and Sarah Kelechava continue in their offices of President and Vice-President, respectively, for the fiscal year 1978/79.

1978 California Library Statistics and Directory

This item on the agenda was held over until the next regular meeting.

REPORTS

Reports were distributed. It was noted that overall circulation in the libraries was down by approximately 4,000 items.

ADJOURNMENT

The meeting was adjourned at 10:00 P.M.

Samuel C. Chandler
City Librarian

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

AGENDA

meeting cancelled

Civic Center
Conference Room

August 15, 1978
7:30 P.M.

I. Roll Call

II. Minutes

III. Old Business

A. Staff Reductions

1. Part-time Employees
2. Full-time
3. Seniority

B. Library Hours

C. CETA Workers

IV. Correspondence

A. Letters to Georgette Kong, Rose Savage, Claire Showers, Stella Filarski, Claire Fahy, Janet Baccei.

B. Letters regarding David Drabble, Nelia Simon, Jocelyn Kohler.

C. Information 13 Newsletter.

D. Communication from Charlotte Drucker.

V. New Business

A. Annual Report - 1977/78.

BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARY

August 14, 1978

No quorum is anticipated at the regular meeting of the Daly City Library Board of Trustees scheduled for August 15, 1978. This meeting will be adjourned to the next regular meeting of Tuesday, September 19, 1978.

SAMUEL C. CHANDLER

City Librarian

Daly City Public Library
Board of Trustees

September 19, 1978

Civic Center
Conference Room 7:30 P.M.

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. Budget

B. Library Hours

C. Fines and Fees

D. Bayshore Parking Lot

IV. Correspondence

A. Article by Sue Holmer

B. Letter from Bruce Mabardy

V. New Business

A. Annual Report 1977/78

VI. Reports

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
September 19, 1978

ROLL CALL

Members Present: Bianca Caserza
Sarah Kelechava
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Members Absent: Michael Cooney

MINUTES

The minutes of the meeting of July 18, 1978 were approved as submitted.

OLD BUSINESS

Budget

Mr. Chandler stated that department heads throughout the City were asked to submit new budgets to the City Manager. Since more money is available than had been expected after the passage of Proposition 13, the various departments were asked to submit budgets for the remaining nine months of 1978/79. A special meeting of the City Council was held on September 12, at which the requests of the departments were discussed. The City Council has determined that there will be no more layoffs of employees for the remainder of the 1978/79 fiscal year.

Approval was given for the hiring of a Librarian I and Library Assistants II. An examination will be scheduled for the position of Library Assistant III. The possibility of funding for the purpose of rehiring part-time personnel who were laid off is being discussed by the City Council on September 19, in the Council Chambers.

A total of $182,000 additional funding was requested by the City Librarian. If granted, this will bring the 1978/79 Library Budget up to 80% of the budget of 1977/78.

Bayshore Parking Lot

In his budget request, the City Librarian has requested $8,900 under the category of Other Services. Of this amount, $900 is for the Bayshore parking lot.

Fines and Fees

At the meeting of July 18 a motion was passed by the Library Board of Trustees changing the fines and fees. A chart reflecting these new fines and fees, together with suggested loan periods, was distributed to Board members by the City Librarian. It was noted that a fee of $5.00 will be charged for each use of the Library community rooms by non-City organizations.

It was moved, seconded and passed that the fines and fees be accepted as presented.

Since the Board has approved the chart of fines and fees, Mr. Chandler stated he will recommend that the Library staff put the new schedule into effect immediately.

Library Hours

Discussion ensued regarding library hours of service. Mr. Walsh asked if it would be possible to open Bayshore Library on Saturdays. Mr. Chandler replied that it might be possible if he is allowed to rehire some of the part-time employees who were laid off.

It was moved, seconded and passed that the opening of Bayshore Library on Saturdays be left to the discretion of the City Librarian and the Library staff.

CORRESPONDENCE

Article by Sue Holmer

An article by Sue Holmer, PLS Bookmobile Librarian, appears in the September 1978 issue of Western City, which is published by the League of California Cities. The article is about the PLS Bookmobile.

Letter from Bruce Mabardy

A letter from Bruce Mabardy of the International Culture Center in San Mateo was read, in which Mr. Mabardy requested approval of an art project which would be CETA funded. He is interested in doing a mural at the John D. Daly Library, as well as a mural at Serramonte Library. Discussion ensued.

The question of funding for such a project was discussed. Materials necessary for a mural at John D. Daly Library would cost approximately $100. Since the Library Board does not have money to purchase such materials at this time, Mr. Mabardy would have to find another source for funding. The City Librarian stated that Mr. Mabardy is inquiring into the possibility of funding from the Gellert Foundation.

Letter from Bruce Mabardy (Cont.)

It was moved, seconded and passed that Mr. Mabardy be informed by the City Librarian that the Library Board of Trustees cannot spend the money at this time for a mural at either the John D. Daly Library or the Serramonte Library.

NEW BUSINESS

Cancellation of Contract with San Mateo County

A letter dated September 15, 1978 from Mr. Fred Lyon was read concerning the contract between Daly City and Colma for library services to residents of the Broadmoor and Colma areas. In his letter, Mr. Lyon stated that the contract, which has been in effect since June 26, 1972, will be cancelled effective ninety days from the date of the letter.

Mr. Polonsky, City Attorney, was present for this portion of the meeting in order to discuss the legal ramifications of the situation with Board members.

It was moved, seconded and passed that the Library Board of Trustees refer the matter to the City Attorney to be discussed with the City Librarian.

Annual Report 1977/78

The City Librarian stated that 8,000 books were processed during the fiscal year 1977/78. Approximately $7.56 per capita was spent during the fiscal year.

Use of Community Room at Serramonte Library

Mr. Walsh asked whether it would be possible to have a key for the Serramonte Library issued to the Serramonte Homeowners in order that their meetings could extend after the closing time of the library. Mrs. Kelechava stated that the established policy is that groups may use the library only when there is a City employee on duty if the library is closed.

The Chair directed Mr. Walsh to report the established policy regarding use of the library to the Serramonte Homeowners Association.

1978 California Library Statistics and Directory

This item had been held over from the agenda of the July 18 meeting. It will be included in the agenda for the next regular meeting.

REPORTS

Reports were distributed. It was noted that circulation figures for the month of August were lower than the same period in 1977.

ADJOURNMENT

The meeting was adjourned at 9:45 P.M. The next regular meeting is scheduled for October 17, 1978.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees

October 17, 1978 7:30 P.M.

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. Swearing in of Bianca Caserza and Richard Walsh

B. CLA Conference

IV. Correspondence

A. Letter from Senator Foran

B. Letter from California Library Service Board

C. Letter from Jim Henson presenting PLS Author/Title Requests

D. Letter from State Librarian regarding CLSA Form Record

V. New Business

A. Reinstatement of Employees

B. Friends of the Library Book Sale

C. Friends of the Library Annual Gift

VI. Reports

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
October 17, 1978

The meeting was called to order at 7:45 P.M. by Chairman Michael Cooney.

ROLL CALL

Members Present:	Michael Cooney, Chairman Bianca Caserza Sarah Kelechava Virginia Tierney Richard Walsh Samuel Chandler, City Librarian
Members Absent:	None
Also Present:	Roseann Emerson

MINUTES

The minutes of the meeting of September 19, 1978 were approved as submitted.

OLD BUSINESS

Swearing in of Bianca Caserza, Virginia Tierney and Richard Walsh

The Oath of Office was administered to Bianca Caserza, Virginia Tierney and Richard Walsh by Anna Ohlendorf, City Clerk.

CLA Conference

The 1978 CLA Conference will be held in San Diego from December 2 through December 5, 1978.

Mr. Chandler stated that since the City Council is not allowing any travel expense to departments of the City, no funds will be available for Board members or Library personnel to attend the Conference. Discussion ensued.

The Chair directed Mr. Chandler to present a request to the City Manager that other funds be used for attendance of Board members at the CLA Conference.

County Contract

Mrs. Kelechava inquired whether Mr. Chandler had anything new to report regarding the cancellation of the County contract. Mr. Chandler replied that the matter is in the hands of the City Attorney.

CORRESPONDENCE

Letter from Senator Foran

A letter from Senator John F. Foran was read. The letter was in regard to the effect of Proposition 13 on library budgets and funding for libraries. The Senator encouraged librarians and library trustees to keep in touch with the Legislature and to let it be known that they feel libraries are important.

Letter from California Library Service Board

As a result of Proposition 13, the nature of library funding has changed. Libraries must now be funded from a general fund which covers all departments. A committee formed by CLA has formulated a document which holds that no jurisdiction under 100,000 population should have a library. Mr. Chandler stated that the Daly City Library budget is decided in proportion to the tax base.

The California Library Service Board feels that the fees being charged by libraries as a result of the financial constraints imposed by Proposition 13 are contrary to the Library Services Act of 1977 and to the Education Code. With this in mind, the CLSB has passed a resolution to the effect that if jurisdictions take steps to charge fees for people to use libraries or greatly increase fees for interlibrary loans, the State will take action. The matter has been referred to the Attorney General.

Traditional fees, such as those charged for reserves, overdue fines, rooms, etc. are not in violation of the law. However, there is no question about the legality of decisions of the CLSB regarding fees for library use.

Meanwhile, the Government Relations Committee of the California Library Association has formulated some statements to be sent to the Post Commission. They have asked that library staff members and trustees indicate their approval of the statements. Mr. Chandler urged the Trustees to send in their votes.

Mr. Chandler stated that Clarence Walters of Contra Costa County is the Chairman of the Committee. Letters from trustees will be most welcome.

Use of Community Room at Serramonte Library

Roseann Emerson inquired whether the $5 fee for use of the Community Room at Serramonte Library could be dropped. Discussion ensued.

Use of Community Room (Cont.)

Mrs. Kelechava explained to Mrs. Emerson that the fee was put into effect only after much discussion and that the Library Board has endeavored to keep increases in charges to a minimum. Mr. Cooney assured Mrs. Emerson that the Board will keep a close watch on the Library funding.

Mrs. Emerson also asked whether the room could be used by the Serramonte Homeowners during hours when the Library is not open. The City Librarian explained that a staff member must always be on the premises when the Community Room is being used.

San Mateo County Survey

A survey of library service will be done by GRC, a private organization which has offices in San Mateo County. They will contact people in the profession as well as people who use libraries to gather opinions and ideas. Board members were encouraged by Mr. Chandler to speak freely if approached by this group. Consolidation of libraries may be an issue on which this organization will be gathering opinions.

Letter from Jim Henson

A letter from Jim Henson, PLS Director, included a chart reflecting interlibrary transactions between PLS libraries. The chart shows a marked decrease in transactions since July of this year. Since all libraries have suffered a loss of staff because of the impact of Proposition 13, some of the services have been cut down; and this is reflected in the interlibrary transactions. The increase in fees for reserves has also made a difference in the number of request cards taken by patrons.

Letter from State Librarian Regarding CLSA Form Record

All forms required by CLSA have been turned in by Daly City Public Library. The City Librarian stated that the biggest change about to take place will be Universal Borrowing.

Invitations to Events

The History, Arts and Science Commission will tour the headquarters and galleries of the San Mateo County Arts Council on October 20, 1978. They have extended an invitation to Library Board members who would like to attend.

The Lions Club has sent invitations to Library Board members to attend their art show and auction.

The Daly City Civic Ballet is giving a concert on October 22, 1978. Invitations have been sent to Library Board members.

NEW BUSINESS

Reinstatement of Employees

A letter has been written by the City Manager to the Personnel Board requesting that Janet Baccei, Claire Fahy, Jocelyn Kohler, Georgette Kong, Rose Savage and Claire Showers, part-time employees who were laid off, be returned to the positions they held. A meeting of the Personnel Board is scheduled for October 19 to hear the matter.

It is also being requested that three full-time vacancies be filled, and that new pages be hired. Meanwhile, temporary appointments have been made as follows: Don Whitton, Librarian I and Geraldine Hill, Library Assistant II.

Resignation of Grace Evans

Mr. Chandler stated that a letter of resignation has been submitted by Grace Evans, who has been acting as Library Assistant III on a temporary assignment since May, 1977. Maxine Gates will be given a temporary appointment to the position, effective October 30. A test is being scheduled for the position of Library Assistant III, and a permanent appointment will be made from the list which is formulated as a result of this test.

Opening of Library Branches on Saturdays

Mr. Chandler stated that requests have been received from the residents of the Bayshore and Serramonte areas to open those branches on Saturdays. Discussion ensued. Mr. Cooney inquired whether the increase in staff will be of any help in opening more branches on Saturdays. Mr. Chandler replied that there will not be enough staff to schedule Saturdays as before, but it might be possible to work on a five-day split shift at Bayshore Library.

It was moved by Mr. Walsh and seconded by Mrs. Tierney that Bayshore Library be open on a five-day split shift on the days of Tuesday, Wednesday, Thursday, Friday and Saturday. Motion was passed.

At the next meeting Mr. Chandler will present a proposal of new hours for Serramonte Library, at which time the possibility of Saturday scheduling will be discussed.

CETA

Daly City has given up its CETA agency. All CETA staff will now be appointed through San Mateo County. An announcement is expected from the County on November 10, 1978 on how it will distribute CETA staffing.

The City Librarian has requested reinstatement of the former CETA positions, which totaled ten. Under the new program, CETA positions will be given only to untrained people.

Friends of the Library Book Fair

Mrs. Tierney reported that during the six hours of the Harvest Book Fair $775 was collected. Additional money was also collected in "pre" and "post" sales.

Friends of the Library Annual Gift

Mrs. Tierney reported that a fund of $3,000 is being held by the Friends of the Library until it is decided what Library needs should be given priority.

Discussion ensued on using some of the funds for a new sign machine that would be less cumbersome than the one now being used in the Library. Sponsoring a story telling seminar or fair was also suggested. A final decision will be made at a future date.

REPORTS

Reports were distributed. It was noted that circulation was down for the month of September.

The circulation figures at Serramonte seem to be increasing, while the circulation figures at Westlake are going down.

ADJOURNMENT

The meeting was adjourned at 10:15 P.M. The next regular meeting is scheduled for November 21, 1978.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees

November 21, 1978 AGENDA 7:30 P.M.

I. Roll Call

II. Minutes

III. Old Business

A. CLA Convention

B. San Mateo County Contract

C. 1978 California Statistics & Directory

D. Hours at Bayshore Library

E. Hours at Serramonte Library

F. Reinstatement of Employees

IV. Correspondence

A. Communication from the Friends of the Library

B. Letter from Cindy Parma regarding CETA employees

V. New Business

A. Ownership and Circulation of Controversial Book Titles

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
November 21, 1978

The meeting was called to order at 7:45 P.M. by Chairman Michael Cooney.

ROLL CALL

Members Present: Michael Cooney, Chairman
Bianca Caserza
Sarah Kelechava
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Members Absent: None

Also Present: Roseann Emerson

MINUTES

The minutes of October 17, 1978 were approved as submitted.

OLD BUSINESS

CLA Conference

It was reported that the City Council instructed the City Manager to pay expenses of one trustee to attend the CLA Conference.

Mrs. Tierney plans to attend the Conference as an officer of CAL-TAC. She said she would like it to go on record that as a representative of CAL-TAC, she has used her own money for postage, telephone expenses, stationery, transportation, and other numerous expenses.

A motion was made by Mr. Walsh and seconded by Mr. Cooney to send Mrs. Tierney to the CLA Conference. The motion passed.

San Mateo County Contract

Mr. Chandler reported that he, along with the City Manager, the Librarian of Redwood City and the Acting County Librarian, met with George Reilly of San Mateo County. He stated that the City Manager of Daly City stated that Daly City did not cancel the contract and is willing to continue meeting its provisions. If the County insists upon its cancellation, Daly City will cancel all the library cards it has issued to residents of Colma, Broadmoor and Unincorporated Colma.

Mr. Cooney said he had been contacted by the school districts and residents of Broadmoor area. In order to receive federal funds the school

districts must have a library accessible to the students.

Mr. Walsh suggested a press release to inform the residents of the problem.

1978 California Statistics and Directory

Mr. Chandler explained the State Library Board deems it illegal and undesirable to charge patrons for library use and believes in universal borrowing. He stated the following libraries agreed to take part in universal borrowing: San Francisco, Daly City, San Mateo City, and Redwood City while South San Francisco, San Bruno, Burlingame, and Menlo Park have indicated that they will not participate in universal borrowing.

Circulation statistics would be kept starting December 4th.

Hours At Bayshore Library

Mr. Chandler proposed that the Bayshore Library be open on Saturday and closed on Monday. At present the library is staffed by two part-time employees, one CETA full-time employee and one part-time Librarian I employee.

The new hours for Bayshore Library will be:

Monday	Closed
Tuesday	1 PM to 8 PM
Wed., Thurs., & Fri.	1PM to 6PM
Sat.	10 AM to 3PM
Sun.	Closed

Mr. Cooney asked Mr. Chandler to give the Board a report at their next meeting if the change of hours for Bayshore has made any significant improvement in their circulation.

Hours At Serramonte Library

The City Librarian commended the library staff on the cooperation they have displayed during this time of post Proposition 13 while being so understaffed. He stated he could not alter the hours at the Serramonte Library at this time because the library budget is 23% less than the 1977-78 budget.

Reinstatement of Employees

Mr. Chandler has recommended to appoint Don Whitton, Librarian I, to replace David Griffin.

The candidates on the Library Assistant II promulgation list are being contacted by the Personnel Department to see if they are interested in the

full time position. The Library Assistant III examination was given on November 20, 1978.

Requisitions have been initiated to appoint three library pages.

CORRESPONDENCE

Communication from the Friends of the Library

Mr. Chandler reported that the Friends of the Library are sponsoring a Story-telling Seminar.

Mrs. Tierney explained that the seminar was to get mothers interested in telling stories to their children. It was reported that a committee has been appointed to set up this project with the Daly City Library. She reported that they have selected several people who are willing to serve on this committee. Those selected are: Belva Carroll, Janice Tierney, Claire Showers, and Cecelia Enright.

Letter from Fred Wright, Westlake Library Patron

A letter from Fred Wright stated that he is disturbed because the Westlake Library was closed Saturday, November 11th, Veteran's Day. His letter was answered by the City Manager's office with a letter explaining the circumstances involved.

NEW BUSINESS

Ownership and Circulation of Controversial Book Titles

Mr. Chandler reported that there are a number of surveys being made to determine if libraries have acquired certain problem books. Of 37 titles on a list from the CLA Intellectual Freedom Committee, Daly City Library has acquired all but six.

New Book Marks

Mr. Chandler distributed the new book marks to members of the Board.

ADJOURNMENT

The meeting was adjourned at 9:40 P.M.

The next regular meeting is scheduled for January 16, 1979.

Samuel C. Chandler
City Librarian

Daly City Public Library
Board of Trustees

AGENDA

December 19, 1978

The Regular Meeting of the Library Board of Trustees has been canceled because a quorum will not be present.

Daly City Public Library
Board of Trustees

AGENDA

December 19, 1978

The Regular Meeting of the Library Board of Trustees has been canceled because a quorum will not be present.

1979

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

January 16, 1979 7:30 P.M.

AGENDA

I. Roll Call

II. Minutes

III. Old Business

A. San Mateo County Contract

B. Reinstatement of Employees

C. Direct Loans to Non-residents

D. Regional Conference of Libraries

IV. Correspondence

A. Letter from Serramonte Homeowners Association

B. Letter from James Henson, Peninsula Library System

C. Communication from Emma Bogatin

V. New Business

A. Article from Library Journal, December 15, 1978

B. Review of the roll of Friends of the Library

VI. New Business

VII. Reports

DALY CITY PUBLIC LIBRARY

Board of Trustees

Minutes of the Regular Meeting
January 16, 1979

The meeting was called to order at 7;38 P.M. by Chairman Michael Cooney.

ROLL CALL

Members Present: Michael Cooney, Chairman
Bianca Caserza
Sarah Kelechava
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Members Absent: None

MINUTES

The minutes of November 21, 1978 were approved as submitted.
Due to a lack of a quorum, there were no minutes for the meeting of December 18, 1978.

OLD BUSINESS

San Mateo County Contract

A letter addressed to the City Council from the Chairman of the Board, Michael Cooney, in regard to the contract was read. It is suggested that Daly City charge 61% of the maximum annual payment mentioned in the last contract. Also the Daly City Public Library draw the equivalent of $6000.00 worth of books from the County book stock on a loan that would extend for the life of the contract. For the protection of both the City and the County, the contract will specify that 400 volumes be the minimum number of books that the City could draw from the County, while 600 be the maximum.

Discussion ensued.

Reinstatement of Employees

Mr. Chandler reported that three library Assistant II employees have been reinstated: They are Janet Baccei and Georgette Kong, part-time Library Aides and Geraldine Hill, a CETA Library Assistant. He reported the need of more part-time employees.

Direct Loans to Non-residents

It was reported that Daly City Public Library has joined Universal Borrowing. This means any person residing in California will have the right to borrow

from any library that belongs to Universal Borrowing. Libraries will keep statistics of non-resident transactions and the State Library (CLSA) will reimburse the library at 40¢ per transaction. Statistics of transactions will start January 29 through February 11, 1979. Daly City Libraries will also participate in Universal Reference which means any person in California can use the Reference Services.

Regional Conference of Libraries

It was reported that the Regional Conference of Libraries will meet January 27, 1979, at the San Jose City College, 2100 Moorpark Avenue, San Jose. At this meeting delegates will be chosen to the Governor's Conference.

The regional format entails a short meeting with all the delegates and then dividing as sub-groups. In these sub-groups, delegates may state what they feel is needed for adequate library service in California.

Discussion ensued.

Mrs. Tierney presented notes taken at the CLA Ad Hoc Committee meeting on fee charging. Mr. Cooney suggested they should ask the City Council for monies to cover the costs of Mrs. Tierney's expenses to CAL-TAC meetings.

CORRESPONDENCE

Letter from the Serramonte Homeowner's Association

A letter addressed to the City Council from the Serra Homeowner's Association requesting the Serramonte Library be open on Saturdays was read to the Board.

Mr. Chandler distributed copies of a letter from Ray Letsinger, Assistant City Manager, asking the Library Board to consider the matter and report to the City Council. Mr.Walsh suggested Mr. Chandler write a letter to the Serra Homeowners and the Daly City Council to explain the problems of staffing and his plans for the future.

Letter from James Henson, Peninsula Library System

Mr. Henson reported in a letter that a survey made of the second quarter of 1978-79 fiscal year showed that Daly City libraries had a circulation of 16,508 books loaned directly to residents of other PLS libraries and 15,663 books that Daly City residents borrowed from other PLS libraries.

For that quarter, Daly City will be reimbursed $1,459.00 from CLSA. Discussion ensued.

Letter from Mrs. Emma Bogatin

Mr. Chandler read a letter from Mrs. Bogatin, a library patron, requesting that most fees and charges be eliminated for Senior Citizens.

Discussion ensued. The Board directed Mr. Chandler to send a letter to Mrs. Bogatin explaining that the Board believes it can not adopt her request.

NEW BUSINESS

Article from Library Journal, December 15, 1978

It was reported that a committee from the American Library Association was appointed to revise the ALA standards. The Committee found it impossible to adopt standards that fit every library so they voted to approve a continuous revision set of guidelines which the various boards would adapt to fit their own needs.

Mr. Chandler suggested the Board study the guidelines in relation to the Daly City Public Library.

Mr. Cooney suggested this be done at the regular library board meetings. Mr. Chandler said he would like to have it completed by July 1, 1979. Discussion ensued.

Review of the roll of the Friends of the Library

The City Librarian distributed an article from the San Mateo Times containing an interview of Ms. Meg Buckley, the State Representative of the Friends of the Library. Ms. Buckley feels Friends of the Library should enter political activity to aid their libraries' status.

NEW BUSINESS

Mrs. Kelechava suggested that Mr. Chandler ask the City Council again for memberships in CLA for the Trustees.

Mr. Cooney agreed with her suggestion.

REPORTS

Mrs. Tierney, President of the "Friends", distributed posters for the Friends of the Library Book Fair, February 3, 1979.

She reported the need of young people to help with the distribution of posters and flyers.

ADJOURNMENT

The meeting adjourned at 9:40 P.M. The next regular meeting was scheduled for February 20, 1979.

Samuel C. Chandler
City Librarian

Daly City Public Library

BOARD OF TRUSTEES

February 20, 1979

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Agreement with San Mateo County

B. Story-telling Seminar

C. CETA

D. Serramonte Schedule

IV. CORRESPONDENCE

A. Letter from Volunteer Activist Awards

B. Letter from James R. Henson

C. Letter from CLA Ad Hoc Committee on fee charging

V. NEW BUSINESS

Gifts and Special Collection Policy.

VI. REPORTS.

Daly City Public Library

Board of Trustees

Minutes of the Regular Meeting
February 20, 1979

The meeting was called to order at 7:45 P.M. by Chairman Michael Cooney.

ROLL CALL

Members Present: Michael Cooney, Chairman
Bianca Caserza
Sarah Kelechava
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Members Absent: None

MINUTES

The Minutes of January 16, 1979 were approved as submitted.

OLD BUSINESS

Agreement with San Mateo County

Mr. Chandler read a letter from the City Attorney re the agreement with San Mateo County and Daly City for library services.

A copy of the Agreement has been sent to George Riley and to Jean Davis, County Librarian.

The terms of the Agreement were discussed. The Chair ask the Board members to study them while the City awaits word from the County officials.

Reading Aloud Seminars

A. The City Librarian reported that he received a call from Ms. DeAnn Ellis, Librarian of the San Mateo County Reading Association. This group is sponsoring a "Reading Aloud on the Mall" in the Serramonte Shopping Center, Saturday, March 24th at 10:00 A.M. to 4:00 P.M.

Mr. Chandler stated that he would like to see the Board encourage and help publicize this event. He reported the San Mateo Reading Association invited the San Francisco Public Library to hand out applications for library cards and they invited the Daly City Library to do likewise.

Mr. Cooney, Mrs. Kelechava and Mrs. Caserza volunteered to help distribute applications on March 24th.

B. Mrs. Tierney reported the Friends of the Library have scheduled a program to encourage parents to read to small children. Techniques and children's literature along with many reviews of children's books will be

the topics discussed. Mr. Robert Muller of the Jefferson Elementary School District and Dr. Katherine Bishop will be participating. The program is scheduled for March 31, 1979, 1:00 to 3:30 P.M. at the Westlake Clubhouse. Babysitters will be provided and light refreshments will be served. About eleven story books will be offered for door prizes.

It was reported that flyers will be distributed, news releases in the local newspapers and letters to PTA's and various offices in the area that serve children, such as, pediatricians and dentists.

CETA

The City Librarian reported that eight of the nine CETA employees reported to work February 20th and he expects the ninth employee will be hired soon. He stated that all of the CETA employees are residents of Daly City.

Serramonte Schedule

Mr. Chandler described the present Saturday schedules which are comprised from two rosters, one is the professional staff and one is the non-professionals.

The Saturday schedule at the Westlake Library is set so that staff members are scheduled to share the Saturday hours. He stated he would like to hire a part-time Librarian I to work at the Serramonte Library with the CETA employees on Saturdays. This position would be 17 hours a week at a cost of $2600.00 until June 30th. If it is possible, a part-time position may be budgeted for the next fiscal year. He stated he would be meeting with his staff to determine the Saturday schedules for Serramonte and Westlake libraries. He reported that the Serramonte Library would be open on Saturday starting March 3, 1979.

Library Assistant III

It was reported that the oral interviews for the position of Library Assistant III are scheduled for February 21st.

CORRESPONDENCE

Letter from James R. Henson

A letter was read from Jim Henson of PLS, advising that according to the California Library Service Act (Education Code Section 18747 (b) - 18750) an advisory board must be appointed for the Peninsula Library System. The Board must consist of as many members as there are jurisdictions--eight in all--for terms of two years. Each member would not serve more than two consecutive terms. The advisors would be representing the public at large and underserved residents of the system.

They would:
a. assist the administrative council.
b. maintain advisory programs to keep the public informed.
c. assist and evaluate the service provided by the system.

The underserved population must be represented on the Advisory Board. The underserved may include ethnic groups, the aged, children, the blind, the infirm and the geographically underserved. Burlingame, San Mateo and Menlo Park libraries claim they do not have ethnic or underserved groups, whereas, Redwood City, Daly City, San Mateo County, South San Francisco, and San Bruno libraries claim they have people from all of the groups.

It was reported that the City Manager suggested the Library Board present some names to the City Council before the Council's study session, March 26th. They would choose one person from the list to represent this area.

The following names were recommended by the Board: Michael Cooney, Chairman of the Board, Kay Makaiwi, Michael Furtch, Mary Gonzales, Ernie Gorospe and Maria Luna.

Letter from Volunteer Activist Awards

Mr. Chandler read a letter from the Volunteer Activist Awards, the Volunteer Organizations of the San Francisco Bay Area. They are accepting nominations of individuals or groups who have been outstanding volunteers. Ten recipients will be honored at a luncheon May 1st. The names must be submitted by March 10th. Mr. Chandler suggested submitting the Friends of the Library.

M/S/C to recommend Mrs. Tierney, President and the Friends of the Library.

Mrs. Kelechava suggested Mary's Help Hospital Guild as a second choice.

CLA Ad Hoc Committee

Mrs. Tierney made notes of the CLA Ad-Hoc Committee Study on fees and presented her notes to Mr. Chandler and for distribution to the Library Board.

Letter from Raymond Neely

A letter from Raymond Neely addressed to the City Manager's office was referred to the Library Board of Trustees. Mr. Neely was requesting that he would like to have a library in Daly City open one morning each week.

The City Librarian reported that he advised the City Manager's office that there are two libraries open in the morning hours.

NEW BUSINESS

Gifts and Special Collection Policy

Mr. Chandler reported that Mr. Mott, a library patron, had written some books on Haiti and about his life in New England and wanted to loan his collection to the library for a special collection. They would be for reference only but if they were lost or damaged, he would expect the library to

reimburse him for the cost.

The Board decided not to accept Mr. Mott's offer.

The Library Board decided to continue with the Library Policy, "that gifts given to the library would be placed in the areas where the need is greatest".

Discussion ensued on the Friends of the Library's gift of $2000.00 for children's books. Mrs. Tierney said the money would be distributed as follows: Westlake Library, $800.00; Serramonte Library, $500.00; John Daly and Bayshore Libraries, $350.00 each.

Mr. Chandler suggested that number three of the Gifts and Special Collection Policy be changed to distinguish between library materials and collections of library books.

Mrs. Tierney responded that all requests should come from Mr. Chandler directly to the Friends of the Library Executive Board and the "Friends" will decide which of his requests will be granted.

Mr. Chandler said normally the gifts from the "Friends" were for things, such as, furniture. When books and materials have been given, they were of special nature. For example, to inaugaurate new collections in the various branches. Mr. Chandler said these gifts have been most useful and appreciated.

Mrs. Tierney stated that she thinks a book donated in 'memoriam' should be placed in the library the donor wishes it to be placed.

Mr. Chandler said, in the future, he would like the donors to confer with him before the decision is made.

Mr. Cooney suggested the Friends of the Library make suggestions and present them to the Library Board through Mr. Chandler.

Mr. Chandler stated that before he accepts a gift, he talks it over with the Board of Trustees.

Mr. Cooney suggested tabling the discussion on gifts until the next meeting.

REPORTS

Discussion ensued on the monthly report and increased circulation figures.

Mr. Chandler reported a meeting would have to be scheduled before March 19th to discuss proposals for the 1979-80 budget.

ADJOURNMENT

The meeting was adjourned at 9:50 P.M.

The next regular meeting will be tentatively scheduled for Thursday, March 15, 1979.

Samuel C. Chandler
City Librarian

Daly City Public Library

BOARD OF TRUSTEES

March 15, 1979

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. 1979-80 Budget

B. P.L.S. Advisory Board

IV. CORRESPONDENCE

A. Letter from James Henson

B. Letter from Peninsula Library System

V. NEW BUSINESS

Survey of Broadmoor-Colma Borrowers

VI. REPORTS

Daly City Public Library

Board of Trustees

Minutes of the Regular Meeting
March 15, 1979

The meeting was called to order 7:30 P.M. by Vice-Chairperson, Sarah Kelechava.

ROLL CALL

Members Present: Sarah Kelechava, Vice-Chairperson
Bianca Caserza
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Members Absent: Michael Cooney

MINUTES

The minutes of February 20, 1979 were approved as submitted.

OLD BUSINESS

A. 1979-80 Budget

Mr. Chandler reported that the 1979-80 budget requests must be submitted by March 19th. He explained the budget procedures to the Board. The City Manager will review the budget procedures with the department heads in April. Public hearings are scheduled for May and June and the City Council will evaluate all of the requests and determine a budget by June 30th.

Mrs. Tierney asked if the dues for CAL-TAC members could be included in the new budget. There are five members and dues are $5.00 a year for each member. Mr. Chandler replied he thought it could be included along with the CLA memberships for all of the Board members.

B. PLS Advisory Board

It is on the agenda for the meeting of March 26th for the City Council to name the person who will represent Daly City on the Peninsula Library System Advisory Board.

Henry Doelger Memorial

Mr. Chandler referred to the proposal to rename the John Daly Boulevard after the late Henry Doelger. He reported it has been suggested that the Westlake Library be renamed the "Henry Doelger Memorial Library". He said the City Council has referred this matter to the H.A.S. Commission who will make a recommendation to the City Council.

Mrs. Tierney said she prefers to have the libraries named for the areas they are located.

Mrs. Kelechava asked Mr. Chandler if the Westlake Shopping Center had been suggested to be renamed.

Mrs. Tierney said that perhaps one of the elementary schools could be named for Mr. Doelger. There are two schools in the north section of Daly City in the area where Mr. Doelger lived that would be appropriate.

Mr. Chandler asked the Board if they would object if the City Council decided to rename the Westlake LIbrary after the late Henry Doelger.

The consensus of the Board is it is their preference to keep the name of the library, Westlake Library. They mentioned that other city libraries in the P.L.S. system are named for the areas they are located, such as, the San Bruno Public Library, Millbrae Public Library, Redwood City Public Library, etc.

CORRESPONDENCE

A. Letter from James Henson.

The City Librarian read the letter from Jim Henson of the Peninsula Library System re the budget and membership in the System. He explained the particulars of the Contract and what the invoice included which amounts to $2400.00. He reported that only two or three libraries were able to pay the membership fee, but others have not. Daly City has not paid the membership fee for 1979-80.

B. Letter from the Peninsula Library System

The City Librarian reported that due to the imbalance of service, Daly City received $1200.00 for the first quarter survey and $2377.00 the second quarter. He asked the Board if they would concur to use these funds to pay the PLS membership.

It was agreeable with the Board to do so.

The results of the survey taken showed Daly City Library patrons borrowed from these libraries: Burlingame, 32 items; San Bruno, 13 items; San Mateo, 49 items; San Mateo County, 72 items; and South San Francisco, 235 items.

Daly City Library circulated materials to patrons of these libraries: Burlingame, 4 items; Redwood City, 14 items; San Bruno, 136 items; San Mateo, 7 items; San Mateo County, 764 items; South San Francisco, 376 items; Non-PLS libraries, 45 items. Daly City received $2377.00 for this quarter.

NEW BUSINESS

Survey of Broadmoor-Colma Borrowers

The City Librarian reported that the County Contract has not been signed, but an agreement has been reached. He said the City has agreed with George Riley of San Mateo County that we should make a survey of the circulation for all the people who borrow books from Daly City and live in the Broadmoor-Colma areas. The survey should start March 15th to April 15th.

REPORTS

Mr. Chandler reported that the Board did not need to officiate in the "Reading Aloud in the Mall" program at the Serramonte Shopping Center, March 24th. He said there were enough CETA employees working that Saturday that they could be spared.

Mrs. Tierney reported the Book Fair will be held on April 28, 1979.

ADJOURNMENT

The meeting adjourned at 9:45 P.M. The next regular meeting is scheduled for April 17, 1979.

Samuel C. Chandler
City Librarian

Daly City Public Library

BOARD OF TRUSTEES

April 17, 1979

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. P.L.S. Advisory Board

B. San Mateo County Contract

C. Survey of Broadmoor-Colma borrowers

IV. CORRESPONDENCE

A. Letter from Ethel S. Crockett, State Librarian

B. Letter from Nancy Crabbe

V. NEW BUSINESS

Hughes-Heiss Survey

VI. REPORTS

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
April 17, 1979

The meeting was called to order at 7:40 P.M. by Vice-Chairperson, Sarah Kelechava.

ROLL CALL

Members Present: Sarah Kelechava, Vice-Chairperson
Bianca Caserza
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian
Michael Cooney, Chairman

MINUTES

Minutes of the meeting of March 15, 1979 were approved as submitted.

OLD BUSINESS

P.L.S. Advisory Board

Mr. Chandler reported that the City Council has appointed Michael Cooney to be the representative from Daly City on the P.L.S. Advisory Board. There will be one representative from each jurisdiction.

San Mateo County Contract

An exchange of letters regarding the County contract were read. George T. Riley, Director Community Services, San Mateo County, suggested that the 1978-79 contract include a payment of $19,850 (based on 61% plus $4,600 for books) instead of $15,250 (based on 61% alone) and, thus, eliminate the use of County library books. The contract will be amended and sent to the City Council and County Board of Supervisors for their ratification.

Survey of Broadmoor-Colma Borrowers

A survey of Broadmoor-Colma borrowers from March 15 to April 15, 1979 shows a total of 2,338 transactions for Westlake, Serramonte and John D. Daly Libraries. That would bring Daly City a payment of $981.96 for the month (@ 42¢ per transaction) from the State, if it were not covered by the County contract. Since one month is not enough to calculate a year's circulation, surveys will be taken in May 1979 and other months.

State Reimbursement

A communication from Curtis Purnell, CLSA Fiscal Analyst, to Mr. Chandler stated that a warrant for transaction based reimbursements in the amount of $4,643.58 will be made out to the City of Daly City. These funds are to be divided as follows: Peninsula Library System, $2,971.30; Daly City Public Library, $1,672.28

CORRESPONDENCE

Letter from Volunteer Bureau Voluntary Action Center

Letter inviting Mr. Chandler and the Board's nominee for "San Francisco Bay Area Volunteer Activist Awards", Virginia Tierney, to a reception honoring nominees on April 23, 1979 was read.

Letter from Ethel S. Crockett, State Librarian

A copy of the California Public Library Systems Directory is being sent to each public library in California. Mr. Chandler agreed to order a copy for each Board member.

Letter from Nancy Crabbe

Nancy Crabbe, Project Director the Peninsula Library System's Community Information Project (CIP), sent a letter and file entry to the Daly City Library for inclusion in a directory of human services to be produced for local agencies and professionals.

The Board agreed to accept the print-out with noted corrections.

Letter from Susan Holmer

Mr. Chandler read letter from Susan Holmer, PLS Outreach Librarian. Ms. Holmer's Program Statistics reflect PLS Bookmobile circulation figures for March-August 1978 and September 1978-February 1979.

NEW BUSINESS

California Data Base

Letter from Joan Frye, CLSA Systems Specialist, regarding participation in CLSA Statewide Data Base was explained by Mr. Chandler. After some discussion the Board agreed Daly City Public Library should join the system.

Hughes-Heiss Survey

The Government Relations Committee has received funding necessary to proceed with the investigation of public library service in San Mateo County.

REPORTS

Mrs. Kelechava brought to the Board's attention a letter being circulated charging racism by an employee fired by Los Angeles Public Library. Several commissioners expressed their opinion that the Board of Trustees should ignore these letters.

Book Fair

Mrs. Tierney reported the Friends of the Library Book Fair will be held Saturday, April 28, from 10:00 A.M. to 4:00 P.M. at the Westlake Shopping Center.

ADJOURNMENT

The meeting was adjourned at 9:00 P.M.

The next regular meeting is scheduled for May 15, 1979.

Samuel C. Chandler
City Librarian

Daly City Public Library

BOARD OF TRUSTEES

May 15, 1979

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. California State Legislation

B. County Contract

IV. CORRESPONDENCE

A. Letter from David Sabsay

B. Letter from CIN

C. Letter from Peninsula Library System

V. NEW BUSINESS

A. PLS Newsletter

B. Special Report of the Conference of National Literacy Coalition: American Libraries, May 1979, p. 230

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
May 15, 1979

ROLL CALL

Members Present: Michael Cooney, Chairman
Bianca Caserza
Sarah Kelechava
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

MINUTES

It was noted that the minutes of the April meeting had been mailed. The minutes were accepted as submitted.

OLD BUSINESS

California State Legislation

The City Librarian reviewed the bills concerning public libraries. He reported that the Library had received a request that the Board of Trustees send a telegram to the Senate Education Committee in behalf of the Library Funding Bill introduced by Senator Neilsen. Accordingly, Mr. Chandler spoke with Mr. Cooney, Chairman of the Commission, who agreed that a telegram should be sent to Senator Rodda, Chairman of the Education Commission. A telegram was, therefore, sent.

Some board members asked the City Librarian to inform them when correspondence is required. Mr. Chandler said that he would see that their directive is carried out.

County Contract

The contract for service to Broadmoor and the Colma area has been revised by the County. The revision has been passed by the City Council of Daly City and referred to the County Board of Supervisors.

Mr. Walsh asked if it were possible for Colma and Broadmoor to pay a library tax directly to Daly City rather than to San Mateo County. The Chair directed the City Librarian to submit the question to the City Attorney.

CORRESPONDENCE

Letter from David Sabsay

David, Sabsay, County Librarian of Sonoma County wrote to ask the help of the Daly City Board of Trestees in securing the passage of

legislation favorable to public libraries. He said that Karl Vollmeyer of Redwood City and Karen Fredericksen of Menlo Park are the co-chairmen for legislation in San Mateo County, while Mr. Chandler is the coordinator of efforts in Northern San Mateo County.

The Chair said that letters from Board members would be appreciated.

Letter from CIN

The grant to CIN for training is due to run out. A letter from the CIN staff reported that Esta Lee Albright of the CIN Staff Development activities had recommended that the Peninsula Library System create a liaison for staff development and charge it to provide system-wide staff training.

After reading the letter and the report, the Board discussed such questions as how much time should be spent on training; are Daly City's librarians able to provide the training; what should the training accomplish; and how many staff members could Daly City sent to system-wide training sessions?

Letter from the Peninsula Library System

In a letter, the Director, James Henson, reported the interlibrary loan activities of the PLS System. It was noted that Daly City's loans to patrons of other libraries decreased during the fourth quarter.

NEW BUSINESS

PLS Newsletter

Copies of the first number of the first volume of the PLS Newsletter were distributed. The City Librarian reported that the newsletter would be issued periodically.

Mr. Chandler reported that Mr. Cooney had been appointed to represent Daly City on the System advisory board.

An article from ALA Journal reports that library services to the illiterate is needed. Soon the National Literary Coalition will be helping libraries find ways to meet the need of the illiterate.

REPORTS

Reports were distributed and noted.

There being no further business, the meeting adjourned.

Samuel C. Chandler, City Librarian

Daly City Public Library

BOARD OF TRUSTEES

June 19, 1979

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. California State Legislation

B. PLS advisory Board

C. 1978-79 County Contract

IV. CORRESPONDENCE

A. Letter from Joy Molder: Burlingame Public Library

B. Article from Administrators Digest

V. NEW BUSINESS

A. Interlibrary Loan Reimbursements

B. PLS Fee

C. CLSB Grants

VI. REPORTS

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
June 19, 1979

ROLL CALL

Members Present: Michael Cooney, Chairman
Bianca Caserza
Virginia Tierney
Richard Walsh
Samuel Chandler, City Librarian

Members Absent: Sarah Kelechava

MINUTES

Minutes of the meeting of May 15, 1979 were approved as submitted.

OLD BUSINESS

California State Legislation

Virginia Tierney and others have received responses from Senator Carpenter to letters written to the Senate Education Committee in support of the Nielson Bill, SB 958. Mr. Chandler stated the bill passed in Education Committee and went to Finance Committee with no decision being made.

PLS Advisory Board

Mr. Cooney reported that the PLS Advisory Board, consisting of eight people, elected Charlotte Drucker President and Mr. Cooney Vice President. The members drew lots, with four one-year terms and four two-year terms, each serving from July to July. Mr. Cooney will serve a one-year term. The Board will meet every three months.

1978-79 County Contract

The 1978-79 County contract--through June 30, 1979--has been signed, billed and delivered by the City Librarian.

Mr. Chandler reviewed a May 1977 letter from George Riley, outlining a plan for imbalances. Charging per transaction versus per capita was discussed by the Board. The Chair stated he was in favor of Broadmoor residents paying a per capita amount for library services. Mr. Walsh concurred and the City Librarian agreed to report back to the Trustees.

CORRESPONDENCE

Letter from Joy Molder

Mr. Chandler discussed with the Board the points in a letter from

Joy Molder, Burlingame Public Library, regarding a cooperative staff development program within the Peninsula Library System. This would call for a liaison person from each library, occasional group meetings, classes, workshops, a newsletter and possible staff exchanges. The Board consensus was that system-wide training is desirable, but pointed out that the library is short staffed already; therefore, sessions that take staff members away for more than a few hours should be avoided.

Article from Administrators Digest

An article by Dr. Robert S. Alvarez in Administrators Digest was reviewed. It mentioned the ways that some libraries are expanding their services. Among them are equipment loans such as: saws and sanders, hedge trimmers, in addition to cassette players, typewriters, etc.

Another topic in the article was a Montana city's use of a sticker on the back of driver's licenses, eliminating the need for a separate library card for adult borrowers.

Letter from Bayshore School District

Mr. Chandler read a letter from Bayshore School District thanking Don Whitton of the Bayshore Library and expressing their desire to make arrangements for more class visits in the future.

CLSB Grants

Peninsula Library System received approximately one-third of the grants that it requested. One grant will go to produce BIBCEN on microfiche; another will be used to study system-wide technical processing; and a film grant was also received. The Outreach request was not granted.

PLS Fee

PLS fees have been paid by Redwood City, Daly City, San Bruno, and the County. San Mateo has not included the fee in their budget request, and Menlo Park and South San Francisco have opted not to pay the fee.

The City Librarian has asked PLS to hold Daly City's fee, if possible, and use it for Outreach when the funds for that project have run out.

Temporary Budget

Mr. Chandler presented the City's temporary budget proposal to the Board for their perusal. This is a four-month operational budget financing each Department at present levels. After legislation is passed by

the State, the City will hold hearings and, ultimately, present a permanent budget.

Summer Program

The basic theme for the summer program at Westlake, Serramonte and Bayshore Libraries will be "Mysteries". Children may sign up starting June 18 and will list the books they read during the summer. A party and awards will be given at the end of the summer for those participating in the program.

Typewriter rentals

Mr. Walsh made the suggestion that Daly City Public Library consider contracting for rental typewriters for use by the public. Mr. Chandler agreed to consult the librarians and report back to the Board on the matter.

CLA Dues

Chairman, Mike Cooney mentioned that he had received a letter from CLA regarding membership dues. He said he would pay the amount but felt the City should pay dues for at least one Board member.

ADJOURNMENT

The meeting adjourned at 9:45 P.M.

The next regular meeting will be July 17, 1979.

Samuel C. Chandler, City Librarian

Daly City Public Library

BOARD OF TRUSTEES

July 17, 1979

Civic Center
Conference Room

AGENDA

7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

- A. California State Legislation
  - 1. LSCA Grant Awards
    - a. Film Center
    - b. Processing Center
    - c. Staff Development
    - d. Outreach Services

IV. CORRESPONDENCE

- A. Porta-Structures Industries
- B. Letter from the State Librarian

V. NEW BUSINESS

- A. Election of Officers
- B. Minority Recruitment Grants
- C. Use of Community Room at Serramonte Library

VI. REPORTS

VII. ADJOURNMENT

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
July 17, 1979

ROLL CALL

Members Present: Michael Cooney, Chairman, Bianca Caserza, Sarah Kelechava, Virginia Tierney, Richard Walsh, Samuel Chandler, City Librarian

MINUTES

The minutes of the meeting of June 19, 1979 were approved as submitted.

OLD BUSINESS

California State Legislation

The Nielson Bill has been shelved pending the outcome of the two or three bailout bills introduced in the California Legislature. Mr. Chandler reported that some kind of legislation regarding local government and school boards is expected within the next week. In the meantime we continue to operate on a temporary budget.

LSCA Grant Awards

1. Film Center

LSCA granted $16,200 to be used to establish a film center for the Peninsula Library System and hire staff for one year. All members of the system will send their 16 mm. films to the county center where they will be catalogued and made available for the use of all PLS libraries. This central location will house equipment and staff for dispensing the films and also screening and repairing films after each showing.

2. Processing Center

$25,000 has been allocated from LSCA funds to study the feasibility of establishing central processing and central book ordering for the libraries that are members of the Peninsula Library System. Mr. Chandler said that after the study gets underway someone may come to a meeting and talk to the Board regarding a processing center.

3. Staff Development

A cooperative staff development program is not yet underway, but the committee will be working with the PLS Advisory Board.

4. Outreach Services

Although no State grants were received, PLS has received a grant from Bayview Federal Savings to continue outreach services for 1979-80.

Daly City Public Library has also asked PLS to hold our $2,400 for 1978-79 plus this year's fee to keep the Outreach bookmobile going.

5. BIBCEN Grants

The County Bibliographic Center (BIBCEN) is now in the process of converting all PLS (plus CSM, Skyline and Canada Colleges) holdings from catalog cards to microfiche. The system wasn't granted LSCA funds to continue this project but did receive a CLSB grant for this purpose.

CORRESPONDENCE

Letter from the Professional Librarians

Mr. Chandler read a letter from the Daly City librarians requesting:

1. Overdue fine schedule be revised downward to 10¢ a day.
2. $1.00 processing fee for lost materials be raised to $2.00
3. 15¢ fee for looking up registration (when patron neglects to bring library card) be raised to 25¢.

The Board decided to table item 1. until the next meeting with the stipulation that we have a breakdown of comparisons of fines collected before and after the new fee schedule was initiated.

Mr. Walsh moved that the processing fee for lost materials be raised from $1.00 to $2.00. Mrs. Tierney seconded and the motion carried.

The Trustees felt that the fee for forgetting library card should not be raised to 25¢, as it served mainly to penalize children.

Article from Los Angeles Times

The City Librarian called the Board's attention to an article in the L.A. Times pointing out the problems that Prop. 13 has created in libraries throughout the State.

Porta-Structures Industries

Mr. Chandler displayed a flyer showing the latest innovation in libraries; an easily movable portable structure which can be erected in a shopping center, on a street corner or in a park and operated by just one librarian.

Letter from the State Librarian

A communication from the State Librarian summarizes the results of the ballot sent to delegates of the California Governor's Conference on Libraries & Information Services.

Also brought to the attention of the members was an article appearing in "Peninsula" (a commercial publication) which mentioned the Peninsula Library System's Community Information Project (CIP) file. CIP enables member libraries to plug-in to Stanford's computer for social services referral information in San Mateo County.

Election of Officers

Virginia Tierney moved that election of officers be postponed until the next meeting in view of the fact that appointments for the new Board of Trustees have not yet be made. Richard Walsh seconded and the motion passed.

Minority Recruitment Grants

Katherine Rivera and Jocelyn Kohler, both Daly City Public Library employees, are attending San Jose State University Library School with the help of Minority Recruitment Grants.

Use of Community Room at Serramonte Library

The Board was asked to consider a request from Mr. Reynaldo Reyes of the Daly City Toastmasters to use the Serramonte Community Room for meetings two Wednesday evenings a month. The policy for use of public rooms was reviewed; and the consensus of opinion was that it is not desirable to schedule the room on a regular basis, especially since the Library is open only two nights a week, but that the group may reserve the room for special meetings, such as for awards presentations, etc.

REPORTS

Monthly Report

It was noted that the circulation figures show an increase of 20,000 over last year.

Mr. Chandler stated that the processing department is way down from a year ago because of budget cuts.

CLA Dues

Mr. Chandler said he would request that CLA memberships be budgeted for all Library Board members.

Typewriter Rentals

Regarding typewriter rentals in the Daly City libraries, Mr. Chandler reported he is waiting for a salesman to make an appointment to discuss the matter.

County Contract

Daly City Public Library is still serving Broadmoor-Colma area but we do not have a contract.

ADJOURNMENT

The meeting was adjourned at 9:30 P.M.

The next regular meeting will be September 18, 1979.

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

September 18, 1979

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Election of Officers

1. Officers for 1979-80

2. Change in Section 3, Article II

B. Fine Policy

1. Letter from the professional librarians

2. Survey of fees, charges and license fees in public agencies

C. Service to Broadmoor-Colma

D. Processing Center Study

IV. CORRESPONDENCE

A. From the State Librarian's Desk - July 1979

B. Letter from PLS: Author and Title Requests

V. NEW BUSINESS

A. Annual Report

B. Jim Henson retirement

C. Selling of the Library: Publishers' Weekly of August 31, 1979

D. Name Libraries for people

VI. Reports

DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
September 18, 1979

ROLL CALL

Present: Michael Cooney, Chairman, Virginia Tierney, Richard Walsh, Samuel C. Chandler, City Librarian

Absent: Bianca Caserza, Sarah Kelechava

MINUTES

The minutes of the meeting of July 17, 1979 were approved as submitted.

OLD BUSINESS

Election of Officers

Officers for 1979-80

President: Sarah Kelechava, nominated by Virginia Tierney, seconded by Richard Walsh.

Vice President: Virginia Tierney, nominated by Michael Cooney and seconded by Richard Walsh. Officers elected unanimously.

Change in Article II, Section 3

A change in the Library Board of Trustees' by-laws was proposed as follows: Election of officers shall be held during the regular meeting of the Board of Trustees in the month of January.

After some discussion the Board decided that elections will continue to take place during the July meeting and that those elected take office immediately.

Mr. Cooney then relinquished the Chair to Vice President elect, Virginia Tierney.

Fine Policy

Letter from professional librarians

Mr. Chandler reread a letter from the librarians requesting a change in fine policy to 10¢ per day per item.

Survey of fees, charges and license fees in public agencies

Mr. Chandler reviewed fee schedules from other libraries in the PLS, where none are over 10¢ per day and others are less.

Mr. Walsh moved that Daly City Public Library fine fees be changed to 10¢ per day up to a maximum of $5.00 per item. Mr. Cooney seconded and the motion passed.

Service to Broadmoor-Colma

The City Manager received a letter from George Riley extending the County contract through September 1979. After September Daly City will renegotiate on a transaction basis rather than on the basis of population or registered borrower.

Mr. Chandler plans to confer with the County Librarian, Jean Davis, who expressed a desire to work something out. City and County managers will work on the matter and the City Librarian will keep the Library Board informed.

Processing Center Study

Mr. Chandler read a copy of a letter from Jim Henson, Director of the Peninsula Library System to Becker and Hayes, Inc., Los Angeles, accepting their proposal as successful bidder for the Processing Center study. The study will start immediately.

CORRESPONDENCE

From the State Librarian's Desk - July 1979

The monthly bulletin from the State Library for July, reporting on the White House Conference from 13 western states, discusses changes taking place in California libraries due to lack of funds. Some fears expressed were that the librarians' work will be taken over by technical services and clerical staff members and commercial companies, thereby replacing professionally trained librarians and paralibrarians. Libraries are turning, more and more, to information and referral services instead of building up reference collections and having professionally trained reference librarians. There must be a massive campaign to publicize special services to disadvantaged and minority groups.

Letter from PLS - Author and Title Requests

Mr. Chandler reported that during July 1978-June 1979 Daly City patrons borrowed 402 books from other libraries and lent 394 books. The County borrowed 1,402 books and lent 1,142.

PLS's Community Information Project (CIP) has a new Director, Carol Yamamoto.

NEW BUSINESS

Jim Henson Retirement

The City Librarian extended an invitation to the Board to attend a dinner honoring Jim Henson, retiring PLS Director. The dinner will be held at Reuben's in San Mateo at 6:30 p.m. on September 27.

Selling of the Library: Publishers Weekly of August 31, 1979

An article was read regarding the use of mini-libraries in high-traffic locations (shopping centers), which circulate popular novels and best sellers. The article discusses Baltimore (Maryland) County's policy of weeding out special collections that don't circulate and giving the patrons what they want to read, not stockpiling materials the librarians feel their patrons "should" read.

Naming Libraries for people

Mr. Chandler stated a suggestion had been made to name libraries or rooms in them for people in the City who have done much for or worked many years in our libraries. The Board members present felt there are many deserving people of this honor. The Chair directed the City Librarian to discuss the matter with the City Manager.

REPORTS

Virginia Tierney reported that CLA dues were not paid for 1979. Mr. Chandler stated the City will be required to pay non-member attendance fees for the CLA convention in December for five members and John Sullivan. In January the City Librarian will request the City pay membership fees for all Board members.

Virginia Tierney gave her report on the Executive Committee for the California Association of Library Trustees and Commissioners which she attended in Arcadia, California.

ADJOURNMENT

The meeting adjourned at 9:45 P.M.

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

October 16, 1979

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Director of Peninsula Library System

B. Budget 1979-80

IV. CORRESPONDENCE

A. Friends of the Library Book Reviews

B. Letter from Jean B. Davis, County Library

V. NEW BUSINESS

A. Conference: California Library Association

B. Sphere of Influence Study: San Mateo LAFCO relating to the Library.

VI. REPORTS

DALY CITY PUBLIC LIBRARY
Board of Trustees

Minutes of the Regular Meeting
October 16, 1979

ROLL CALL

Present: Sarah Kelechava, Chairperson, Virginia Tierney, Richard Walsh, Samuel Chandler, City Librarian

Absent: Michael Cooney, Bianca Caserza

MINUTES

Minutes of the meeting of September 18, 1979 approved with the following correction: Under New Business, Naming Libraries for people, delete the last sentence: "The Chair directed the City Librarian to discuss the matter with the City Manager."

OLD BUSINESS

Director of the Peninsula Library System

James Henson, former Director of PLS, is now a Consultant with the California State Library.

The newly appointed Director of Peninsula Library System is Jane Irby Light, formerly with CIP (Community Information Project) and CLASS (California Library Authority for Systems and Services).

Budget

The 1979-80 budget has been approved and copies will be distributed to Board members when received.

CORRESPONDENCE

Letter to Gellert Foundation

Mr. Chandler read a letter, dated October 15, 1979, from Daly City Public Library to the Fred Gellert Foundation, requesting a $20,000 grant. The funds have been requested to increase library services to the blind, poorly sighted, and those functionally illiterate because of a language barrier.

Friends of the Library Book Reviews

The schedule of the Friends of the Library Book Reviews for 1979-80 was reviewed. Mrs. Tierney said that the book review series is one of the oldest in the State.

Letter from Jean B. Davis, County Library

The Directors of all libraries in San Mateo County are invited to a

meeting on October 11, 1979, to discuss some radical changes in services throughout the County. The purpose is to restructure the County Library so that its branches can be used to their greatest potential.

NEW BUSINESS

Conference: California Library Association

California Library Association convenes in San Francisco at the Hilton Hotel, December 8-12 for their annual conference. The City Librarian will pre-register Board of Trustees members for conference events.

REPORTS

In response to Mr. Walsh's inquiry, the City Librarian agreed to determine the cost and feasability of typewriter rentals for use by library patrons.

Book Fair

Virginia Tierney announced the Friends of the Library Book Fair on October 6, netted $950. The next book sale will be April 12, 1980.

ADJOURNMENT

The meeting adjourned at 9:15 P.M.

The next regular meeting will be November 20, 1979.

Samuel C. Chandler, City Librarian

Daly City Public Library
BOARD OF TRUSTEES

November 20, 1979

Civic Center
Conference Room AGENDA 7:30 P.M.

I. ROLL CALL

II. MINUTES

III. OLD BUSINESS

A. Budget

B. Application to the Fred Gellert Foundation

C. Conference of California Library Association

D. Role of the Bayshore and the John D. Daly Libraries

E. Rental typewriters

IV. CORRESPONDENCE

Letter from State Librarian

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DALY CITY PUBLIC LIBRARY
Board of Trustees
Minutes of the Regular Meeting
November 20, 1979

The meeting was called to order by President, Sarah Kelechava at 7:40 P.M.

ROLL CALL

Present: Sarah Kelechava, Michael Cooney, Virginia Tierney, Richard Walsh, Samuel Chandler, City Librarian

Absent: Bianca Caserza

MINUTES

Minutes of the meeting of October 16, 1979 were approved as submitted.

OLD BUSINESS

Budget

The 1979-80 Library budget was discussed and compared to those of the previous three years.

Application to the Fred Gellert Foundation

Mr. Chandler informed the Board of the impending announcement that the Fred Gellert Foundation is granting $20,000 to Daly City Public Library for an Outreach Program to serve the blind, deaf and people who cannot read English.

California Library Association Conference

Board members will attend conference events on Sunday and Monday, December 9 and 10 and have been registered by the City Librarian.

Role of Bayshore and John D. Daly Libraries

A Library Journal article regarding Federal and State library funding was circulated and discussed.

Mr. Chandler proposed changing the direction of Bayshore and John D. Daly branches from general libraries to, primarily, reading rooms, or perhaps using the mini-library concept and housing popular titles or best-sellers only.

After some discussion the Chair ordered the matter tabled for further study.

Rental Typewriters

Mr. Chandler reported that rental typewriters were taken out of San Mateo and South San Francisco libraries because of servicing problems.

CORRESPONDENCE

Letter from State Librarian

The California State Library is sponsoring a pre-conference seminar at the San Francisco Hilton on Saturday, December 8, 9:30 a.m. to 4:00 p.m. Mr. Chandler asked the Trustees to let him know if any wish to attend.

San Mateo Historical Association

The San Mateo Historical Association has extended an invitation to the members of the Board to attend a late afternoon reception on Wednesday, December 5, at the Historical Museum on the CSM campus in San Mateo.

Memo from Director of Finance

Mr. Chandler reviewed the new procedure for sending money from field offices to the Finance Department.

NEW BUSINESS

Membership Fees for PLS Libraries

The Chair ordered the matter to be tabled.

REPORTS

Library Assistant I Duty Statement

The City Librarian reported the duty statement for Library Assistant I is up for approval at the next City Council meeting. Copies will be available at the January Board of Trustees meeting.

CETA Appointments - 1980

The City Librarian reported that the library applied for ten CETA employees for 1980 and that six appointments have been approved.

ADJOURNMENT

The meeting was adjourned at 9:50 P.M.

The next regular meeting will be January 15, 1980